

Internship Appointment with Probation Letter

Subject: Internship Appointment with Initial Probation

Dear [Intern's Name],

We are pleased to appoint you as an intern in the [Department Name] at [Company Name], effective [Start Date]. Please note that this appointment is subject to a probationary period of [Duration], during which your performance and suitability for the internship will be assessed.

Your responsibilities include [tasks/projects]. At the end of the probation period, your performance will be reviewed for confirmation of the continued internship.

Kindly acknowledge receipt of this letter and confirm your acceptance of the terms.

Sincerely,

[Your Name]

[Designation]

Get more templates here:

<https://www.lettersandtemplates.com/letters/internship-appointment-letter>