

Formal Internship Confirmation Letter

Subject: Confirmation of Internship Placement

Dear [Intern Name],

We are pleased to confirm your internship with [Company/Organization Name] for the position of [Internship Role]. Your internship will commence on [Start Date] and conclude on [End Date], following the schedule agreed upon.

Please ensure that you have completed all necessary documentation and prerequisites before your start date. We look forward to your contribution and hope this experience will be enriching and valuable to your professional growth.

Sincerely,

[Supervisor/HR Name]

[Position]

[Company/Organization Name]

[Contact Information]

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