

Email Confirmation for Remote Internship

Subject: Internship Confirmation – Remote Program

Hi [Intern Name],

We are excited to confirm your participation in our remote internship program at [Company Name].

The program will run from [Start Date] to [End Date], with weekly check-ins via [Platform, e.g., Zoom or Teams].

Please review the attached guidelines and submit any required documents prior to your start date.

Welcome aboard, and we look forward to your contributions remotely.

Best regards,

[HR Representative Name]

[Position]

[Company Name]

[Contact Email/Phone]

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