

Provisional Internship Confirmation Letter

Subject: Provisional Internship Confirmation

Dear [Intern Name],

This letter serves as a provisional confirmation of your internship with [Company Name], pending submission of all required documents and completion of pre-internship orientation. Your role as [Internship Role] is expected to begin on [Start Date].

Kindly complete the necessary formalities within [specified timeframe] to finalize your placement. We look forward to your contribution to the team.

Sincerely,

[HR/Coordinator Name]

[Position]

[Company Name]

[Contact Information]

Get more templates here:

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