

Quick Internship Confirmation Email

Subject: Internship Confirmation

Hi [Intern Name],

Your internship at [Company Name] is confirmed! Start date: [Start Date]. Role: [Internship Role].

Please check your email for onboarding instructions and required documents. Excited to have you join us!

Thanks,

[HR Name]

[Company Name]

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