

Formal Internship Offer Letter

Subject: Internship Offer at [Company Name]

Dear [Intern Name],

We are pleased to offer you an internship position with [Company Name] starting from [Start Date] to [End Date]. During this period, you will work under [Supervisor Name] in the [Department Name], gaining practical experience and exposure to [specific field or projects].

Please review the attached internship terms and confirm your acceptance by [Date]. We look forward to welcoming you to our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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