

Remote Virtual Internship Offer Template

Subject: Virtual Internship Opportunity - [Position] at [Company]

Hi [Candidate Name],

Great news! We'd love to have you join our virtual internship program as a [Position Title]. Your interview really impressed us, and we think you'll thrive in our remote-first environment.

Here are the details:

- Start Date: [Date]
- Duration: [Length] weeks
- Schedule: [Hours] per week, flexible hours between 9 AM - 6 PM [Time Zone]
- Compensation: \$[Amount] per hour
- Work Setup: Fully remote with weekly video check-ins

You'll be working on [specific projects] and collaborating with our team through Slack, Zoom, and our project management tools. We'll ship you a laptop and any necessary equipment before your start date.

Your mentor will be [Name], who will have weekly one-on-ones with you to ensure you're getting the most out of this experience. We're also planning virtual team building activities and professional development sessions.

Please reply to this email by [Date] to confirm your acceptance. We'll then send you the formal paperwork and onboarding information.

Can't wait to have you on the team!

Best,

[Your Name]

[Company Name]

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