

Preliminary offer for internship position

Subject: Provisional Internship Offer

Dear [Candidate Name],

Congratulations! We are excited to extend a provisional offer for the [Internship Position] at [Company Name] for the upcoming [Term/Duration].

Please note this offer is provisional, pending completion of all required documentation and approvals. A formal confirmation will follow once these conditions are met.

Kindly acknowledge receipt of this provisional offer and confirm your interest by [Date].

Best regards,

[HR Contact Name]

[Company Name]

[Email/Phone]

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