

Professional internship confirmation template

Subject: Internship Placement Confirmation - [Company Name]

Dear [Student Name],

This letter confirms your acceptance into the internship program at [Company Name] for the [Term/Duration].

Internship Details:

Position Title: [Title]

Department: [Department Name]

Start Date: [Date]

End Date: [Date]

Supervisor: [Supervisor Name]

Work Schedule: [Schedule]

Compensation: [Paid/Unpaid/Stipend Amount]

You will be working on [brief description of projects/responsibilities]. This internship fulfills the requirements for [Course Number/Credit Hours] as part of your academic program.

Please report to [Location] at [Time] on your first day. Bring this confirmation letter and any required documentation.

We are excited to have you join our team and contribute to your professional development.

Best regards,

[Name]

[Title]

[Company Name]

[Contact Information]

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