

Formal Summer Internship Offer Letter

Subject: Internship Offer " [Company Name]

Dear [Candidate's Name],

We are pleased to extend to you an offer for the position of Summer Intern at [Company Name].

Your internship will begin on [Start Date] and conclude on [End Date], based at our [Location/Department].

During your internship, you will report to [Supervisor's Name] and assist with [brief description of responsibilities]. This internship is [paid/unpaid], and you will receive [stipend/salary/benefits if applicable].

Please confirm your acceptance by replying to this letter by [Deadline Date]. We look forward to welcoming you to our team and are excited about the contributions you will make.

Sincerely,

[Your Name]

[Position]

[Company Name]

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