

Provisional Summer Internship Offer Letter

Subject: Provisional Internship Offer – Pending Documentation

Dear [Candidate's Name],

We are pleased to offer you a provisional summer internship position with [Company Name]. This offer is contingent upon the successful completion of the following:

- Submission of your final transcripts.
- Verification of your enrollment in [University/College].
- Completion of necessary HR documentation.

Your internship is scheduled to run from [Start Date] to [End Date]. Once all documents have been submitted, we will issue a finalized confirmation of your internship.

Please complete the requirements by [Deadline Date] to secure your position.

Sincerely,

[Your Name]

[Position]

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