

Preliminary Summer Internship Offer Email

Subject: Internship Opportunity with [Company Name]

Dear [Candidate's Name],

Thank you for your interest in [Company Name]. We are happy to inform you that you have been shortlisted for a summer internship with us. This letter serves as a preliminary confirmation of your selection.

Final details regarding your responsibilities, reporting manager, and compensation (if applicable) will be shared after the completion of onboarding procedures.

We request that you reply to this message by [Deadline Date] to confirm your willingness to proceed.

Best regards,

[Your Name]

[Position]

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