

Official Summer Internship Offer Letter with Compensation

Subject: Paid Summer Internship Offer

Dear [Candidate's Name],

We are delighted to offer you a summer internship at [Company Name], beginning on [Start Date] and ending on [End Date]. This internship will take place at [Location/Department].

As part of this program, you will receive a monthly stipend of [Amount] to cover your living expenses.

You will report directly to [Supervisor's Name] and gain hands-on experience in [specific area].

Please confirm your acceptance of this offer no later than [Deadline Date]. We look forward to working with you this summer.

Sincerely,

[Your Name]

[Position]

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