

Temporary appointment letter for interns or trainees

Subject: Temporary Appointment as Intern/Trainee

Dear [Intern Name],

We are pleased to appoint you temporarily as an [Intern/Trainee] in the [Department Name] for a period starting from [Start Date] to [End Date]. Your work will include [Brief Responsibilities or Projects].

This appointment is purely temporary and aimed at providing practical experience. We wish you a productive and learning experience.

Best regards,

[Authorized Signatory Name]

[Designation]

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