

Offer for a temporary internship role

Subject: Temporary Internship Opportunity

Dear [Intern's Name],

We are pleased to offer you a temporary internship position at [Company Name]. The internship will begin on [Start Date] and end on [End Date].

During this period, you will work closely with [Team/Department] and gain valuable experience in [field/industry]. You will receive [stipend/allowance if any], and your mentor will be [Mentor's Name].

Please confirm your acceptance of this internship offer by [Deadline].

Sincerely,

[Your Name]

[Your Title]

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