

Provisional unpaid internship offer letter

Subject: Provisional Internship Offer

Dear [Intern's Name],

We are excited to provisionally offer you an internship in our [Department Name] at [Company Name] for [Duration].

This internship is unpaid and designed to provide you with meaningful learning experiences.

Your acceptance is subject to completion of all necessary documentation and confirmation of availability.

Kindly confirm your interest by replying to this email so we may proceed with the formal onboarding process.

Best regards,

[Your Name]

[Title]

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