

Internship Offer Letter

Date: _____

To,

Subject: Internship Offer Letter for Student Placement

Dear _____ ,

We are pleased to offer you an internship position at _____. Your internship will commence on _____ and is expected to conclude on _____ .

The terms and conditions of your internship are as follows:

1. Position: _____
2. Department: _____
3. Reporting To: _____
4. Stipend (if any): _____
5. Working Hours: _____

During your internship, you are expected to adhere to the policies and rules of the organization and maintain the highest standards of professional conduct.

Please confirm your acceptance of this offer by signing and returning this letter to us.

We look forward to having you join our team.

Authorized Signatory
Company Name

Student Signature
Date