

Internship Offer Letter

Date: _____

To,

Dear _____,

We are pleased to offer you the position of Internship Position at Company Name. Your internship is scheduled to commence on Start Date and will conclude on End Date.

Internship Details

Position: _____

Department: _____

Supervisor: _____

Working Hours: _____

Stipend & Benefits

Stipend: _____

Other Benefits: _____

Terms and Conditions

Your internship will be governed by the policies and practices of the company. Either party may terminate this internship at any time by providing written notice.

Please confirm your acceptance of this offer by signing below and returning a copy to us by Acceptance Deadline.

We look forward to welcoming you to our team.

Authorized Signatory
Company Name

Intern Signature