** [Company Letterhead or Logo]**   
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Date]

**[Candidate’s Full Name]**  
[Candidate’s Address]  
[City, State, Zip Code]

Dear [Candidate’s Name],

We are pleased to offer you the position of **[Internship Title]** at **[Company Name]**. We are confident that your skills and interests will make you a valuable addition to our team.

Below are the details of your internship:

1. **Position Title**: [Internship Title]
2. **Start Date**: [Start Date]
3. **End Date**: [End Date]
4. **Work Schedule**: [Days of the week and hours, e.g., Monday–Friday, 9:00 a.m.–5:00 p.m.]
5. **Location**: [Office Address / Remote / Hybrid]
6. **Compensation**: [Paid – state amount and payment schedule, e.g., $1,000/month, payable monthly; OR Unpaid – state clearly if unpaid]
7. **Supervisor**: You will report directly to [Supervisor’s Name & Title].
8. **Responsibilities**: Your primary responsibilities will include, but are not limited to:
   * [Responsibility 1]
   * [Responsibility 2]
   * [Responsibility 3]

This internship is offered with the understanding that it is a temporary learning experience designed to provide you with exposure to professional work practices. It does not constitute an offer of permanent employment.

Please confirm your acceptance of this offer by signing below and returning a copy of this letter by [Acceptance Deadline Date].

We look forward to working with you and helping you gain valuable experience during your internship.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Company Name]  
[Email Address]  
[Phone Number]

**Acknowledgment and Acceptance**

I, **[Intern’s Full Name]**, accept the internship offer with **[Company Name]** under the terms and conditions stated above.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Intern’s Full Name]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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