

Sample Internship Offer Letter

\${Date}

\${Employee Name}

\${Location}

Dear **\${Employee Name}**,

In reference to your application, we would like to congratulate you on being selected for **\${Designation}** with **\${Organization Name}** based at **\${Job Location}**. Your training is scheduled to start an effective **\${Start Date}** for a period of 6 months. All of us at **\${Organization Name}** are excited that you will be joining our team!

As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

Again, congratulations and we look forward to working with you.

Yours sincerely,

for **\${Organization Name}**

\${Signatory Authority Signature}