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}