

[Mention name of Sender]

[Mention designation of sender]

[Address of the sender]

To,

[Mention recipient name]

[Address of recipient]

Subject-letter of confirmation for internship

Dear sir/ma'am,

With reference to the discussions you have had with us, we are pleased to appoint you as intern for our [company] on the following terms and conditions.

1. Duration of internship [time details]
2. We hired you as a trainee.
3. You will be given a stipend for this amount.
4. You don't have to mess with anyone in the team.
5. You will not be able to leave the company during the internship.

You have to maintain the highest order of secrecy with regards to the work or confidential information of our company and in case of any breach of trust, your appointment may be terminated by the Company without any notice.

We are looking forward to your active participation in the event and hoping to make [mention name of event] a grand success with your cooperation.

Regards,

[Name of authorized signatory]

[Designation of authorized signatory]

[Date]

