

Date: [Insert Date]

To,

[Intern's Name]

[Intern's Address]

[City, State ZIP Code]

Dear [Intern's Name],

We are pleased to inform you that you have been selected for the position of **[Internship Position]** at **[Organization Name]**. We are excited to welcome you to our team and look forward to your valuable contributions during your internship.

Position: [Internship Position]

Department: [Department Name]

Internship Duration: [Start Month/Year] to [End Month/Year]

Supervisor: [Supervisor's Name and Contact Information]

Main Responsibilities:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

We understand that you may require flexibility in your start date. Please let us know your preferred or available start date, and we will do our best to accommodate your schedule. Your internship commencement is flexible and will be finalized in consultation upon your confirmation.

Please confirm your acceptance of this internship offer and indicate your available start date at your earliest convenience. Should you have any questions or require additional information, feel free to contact us at [Contact Email/Phone Number].

We look forward to having you join our organization and wish you a rewarding internship experience.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]