

Date: [Insert Date]

To,

[Intern's Name]

[Intern's Address]

[City, State, ZIP Code]

Subject: **Internship Confirmation Letter**

Dear [Intern's Name],

We are pleased to confirm your acceptance as an intern at [Company/Organization Name] for the position of [Internship Position Title]. We were impressed with your qualifications and believe your skills will be a valuable asset to our team.

This letter serves as official confirmation of your internship, which is scheduled to commence on **[Exact Start Date]**. The internship will be for a period of [Duration, e.g., "three months"], from [Start Date] to [End Date]. Your regular working hours will be from [Start Time] to [End Time], [Days per Week, e.g., "Monday to Friday"].

Please find below the key terms and conditions of your internship:

- **Position:** [Internship Position Title]
- **Department:** [Department Name]
- **Reporting To:** [Supervisor's Name and Title]
- **Stipend (if any):** [Stipend Details]
- **Work Location:** [Company/Organization Address]

Kindly confirm your acceptance of this offer by replying to this letter or contacting us at [Contact Information]. Please bring all necessary documents on your first day, including valid identification and any paperwork previously communicated to you.

We look forward to welcoming you to the [Company/Organization Name] team and wish you a successful internship experience.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Email Address]

[Phone Number]