**INTERNSHIP OFFER LETTER**

**[Insert or write the name of the company]**

**[Insert or write the address of the company]**

**[insert date]**

Dear **[Sir / Madam],**

We are delighted to inform you that **[ company name]** has selected to perform as an intern . We do believe that you will be able to learn and exhibit your skills for your better career growth and raising the revenue of the company. You are expected to accept the offer letter and join on **[ joining date]**. We would like toi inform that **[ reporting manager name]** will be your next level manager. You will be reporting to him.

I would like to let you know that the duration of your internship will be for **[ number]** months and during this internship, you will not be entitled for any kind of pay. Your employment status will not be permanent. Like any other employee of **[ company name]**, you will not have the privilege to gain any extra facilities concerning medical or any kind of financial assistance.

You are expected to commute on your own expenses while coming to the office. Your duty hours will be between **[ starting time]** and **[ ending time]**. It is also important to inform you that your internship period will be ending on **[ending date]** .

There are certain responsibilities you will be handling as an intern. You will be using the data relevant to the company’s business development.

The hiring team of **[company name]** do have the privilege to terminate you at any moment of time.

You must agree with the terms and conditions to join the company. Please call us for further details through **[contact number]** or send an email to **[email id]**.

Faithfully,

**[your name]**