**INTERNSHIP OFFER LETTER**

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

**[insert date]**

Dear **[Sir / Madam],**

We, the hiring team of **[company name]** would like to inform you that you have been selected for the position of **[designation]** to serve as an intern. It is expected that by accepting the offer letter, you will be joining on **[date].** You have been appreciated for your exceptional performance in the interview.

It is very important to notify you about the internship period which will be for a period of **[number]** months. During this time, you will not be getting any monetary amount on hourly or monthly basis. Your performance will be counted under the category of temporary employee.

You will have to bear your own expenses for coming to **[company name]**.We would also like to inform you about the fact that your internship period is going to end on **[date]**. It is also important to inform you that the company has the right to terminate you any moment of time.

During the internship, you will be following the terms and conditions as long as you are in the company premises.

It is expected that you will be serving the company with great responsibility and the commitment that you had made on the day of the interview. You will be responsible for maintaining the data secrecy.

We are looking forward to getting a reply from your end in form of a signature. It will indicate proof of your acceptance of the letter.

Faithfully,

**[your name]**