**INTERNSHIP OFFER LETTER**

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

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

**[insert date]**

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

**[Insert or write the post of the recipient]**

Dear **[Sir / Madam]**,

We are delighted to inform you on the behalf of **[company name]** that you have been approved for the post of the internship. Since we consider you as the best candidate, we are hopeful that you will be able to complete your internship period very successfully. To join the company on **[date]**, you are expected to sign the letter of acceptance. You will be working in the team of **[ reporting manager name]**. He/She will be your senior-level manager.

You must know that the period of your internship will be for **[ number]** months. Your nature of internship will be in an unpaid form. In this form of employment, you will not receive any benefit pertaining to insurance and medical.

You will be serving as a temporary employee. It is also important to let you that your internship period will be ending on **[date]**. You must also know the fact the **[company name]** has every right to terminate at any moment of time with or without giving any information in advance. As you will be in the internship period for **[number]** months, you will be given training for **[mention type of training]**. You must follow the rules and regulations of the company sincerely for the successful completion of the internship. You will be certified depending on your performance. It will act as a tool to lift your career.

We expect that you accept the offer letter and join us.

Faithfully,

**[your name]**