**INTERNSHIP OFFER LETTER**

**[Date]**

**[Intern’s name]**

**[Intern’s IC/ID no.]**

**[Intern’s Address]**

Dear **[Mr/Mrs/Ms].**

We are pleased to offer you to work with us as an intern for a period of <internship period in months or weeks> commencing from **[internship start date]** to **[internship end date]** whereby you are subject to the following terms and conditions:

* You will be given a monthly allowance amount **[RM X].**
* The working days will be **[day]** to **[day],** from **[time]** to **[time]**.
* Your internship will start on **[date]** and end on **[date]**.
* Your internship location is at **[address]**.
* Job scope: **[responsibilities required]**.

Kindly confirm your agreement to the above by signing and returning us the duplicate of this letter.

Yours sincerely,

**[Designation]**

**[Date]**