**INTERNSHIP OFFER LETTER**

**[Name]**

**[IcNumber]**

**[Course]**

**[Internship Duration]**

The internship offer comes with the following terms and conditions:

* The monthly allowance amount for the internship is **[RMX]**.
* All information obtained from the internship with regards to **[Company Name]** is deemed sensitive and confidential, the intern shall keep such information restricted to themselves only.
* Any disclosure to others without **[Company Name]**’s prior written consent is strictly forbidden.
* All interns are subject to **[Company Name]** office rules and regulations.

Please confirm the acceptance of the offer by signing and returning the offer letter as well as relevant supporting documents such as **[Supporting Document]** not later than **[date]**.

Sincerely

**[Designation]**

**[Date]**