**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]**

**Subject:** Offering unpaid internship job

Dear **[Sir / Madam]**,

We are delighted to inform you on behalf of **[company name]** that you have been chosen for the position of intern. In order to join on **[joining date]**, you must join on **[ joining date].** You will have to report to **[mention reporting manager name]**,

This is very important for you to know that your internship will be for a period of **[ number]** of months and it will be in unpaid form.

You will be a part of **[company name]** in temporary form. You will not be also getting any financial benefits **[medical insurance, provident fund]** during the period of internship. These benefits are applicable for only to regular employees.

The ending period and date of the internship is **[date]**. I would also like to let you know that **[company name]** has the privilege to end your internship period any moment of time with or without notifying you further.

As soon as your internship will be over, you will be submitting the confidential documents. We do believe that you follow the terms and conditions of the organization.

Regards,

**[your name]**