

[Company Letterhead]

[Date]

[Intern's Name]

[Intern's Address]

Internship Offer Letter

Dear [Intern's Name],

We are pleased to offer you an internship opportunity at [Your Company Name]. We believe that your skills, enthusiasm, and potential will be a valuable addition to our team. This internship offer letter outlines the terms and conditions of your internship with us.

Position

[Internship Position]

Department

[Department Name]

Location

[Company Address]

Duration of Internship

[Internship Start Date & End Date]

Compensation and Benefits

- [Allowance (if applicable)]

- [Any other benefits, such as paid time off, health insurance, etc.]

Internship Responsibilities

[Provide a brief description of the main responsibilities and tasks the intern will be expected to perform during the internship.]

Reporting Structure

You will report directly to [Supervisor's Name], [Supervisor's Title], who will provide guidance, mentorship, and support during your internship.

Confidentiality

During your internship, you may have access to sensitive and confidential information about our company. We expect you to maintain the highest level of confidentiality and not disclose or use this information for personal gain.

Code of Conduct

As an intern at [Your Company Name], you are expected to adhere to our company's policies and code of conduct. We encourage a respectful and inclusive work environment for all team members.

Evaluation and Feedback

Regular evaluations will be conducted to assess your performance during the internship. We encourage open communication, and you will have the opportunity to provide feedback and discuss your progress with your supervisor.

To Accept This Offer

Please review, sign, and return this letter by [Acceptance Deadline] to confirm your acceptance of this internship offer. If you have any questions, please do not hesitate to contact me at [Your Email Address] or [Your Phone Number].

We look forward to your contributions to our team and believe that this internship will provide you with valuable experience and learning opportunities.

Sincerely,
[Your Name]
[Your Title]
[Company Name]

[Signature]
[Intern's Name]
Accepted: [Date]

Additional Information

- If applicable, you can include additional information in the offer letter, such as:
 - A link to the company's employee handbook or other onboarding materials.
 - A list of required documents that the intern needs to bring on their first day, such as a copy of their driver's license and Identity card.