

[Agency Name]
[Agency Address]
[City, State, Zip Code]
[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Subject: Internship Placement Offer

Dear [Candidate Name],

We are pleased to inform you that through [Agency Name], you have been selected for an internship placement at [**Host Company Name**]. This placement is based on your application and successful interview process.

Placement Details:

- **Position:** [Job Title/Internship Role]
- **Host Company:** [Name of Company where intern will work]
- **Start Date:** [Date]
- **End Date:** [Date]
- **Reporting Manager:** [Supervisor Name]
- **Stipend/Compensation:** [Amount per Month/Hour or "Unpaid"]

As the facilitating agency, we will provide oversight during your internship period. You are expected to adhere to the policies and code of conduct of both the Host Company and [Agency Name].

Please confirm your acceptance of this offer by signing and returning this letter by [Deadline Date].

We look forward to your successful placement.

Sincerely,

[Sender Name]
[Title]
[Agency Name]

Acceptance:

I accept the internship placement as outlined above.

Signature: _____ Date: _____