

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

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

Subject: Internship Offer Letter

Dear [Candidate Name],

We are pleased to offer you a direct placement as an intern at [Company Name]. We were impressed with your credentials and believe you will be a valuable addition to our [Department Name] team.

Internship Details:

- **Position:** [Job Title/Internship Role]
- **Start Date:** [Date]
- **End Date:** [Date]
- **Reporting Manager:** [Manager Name/Title]
- **Location:** [Office Address / Remote]
- **Compensation:** [Stipend Amount per Month/Hour] or [Unpaid]

During this internship, you will be responsible for [Briefly list 2-3 key tasks]. This role is designed to provide you with practical experience and professional development in the field of [Industry/Field].

Please note that this internship is a temporary position and does not guarantee permanent employment upon completion. You will be required to follow all company policies and confidentiality agreements.

To accept this offer, please sign and return this letter by [Deadline Date].

We look forward to having you join our team.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acceptance:

I accept the internship offer as outlined above.

Signature: _____ Date: _____