

[Company Letterhead/Logo]

[Date]

[Intern Name]

[Intern Address]

[City, State, Zip Code]

Subject: Internship Placement Offer

Dear [Intern Name],

We are pleased to offer you an internship placement at [Company Name] in the [Department Name] department. This offer is contingent upon the successful completion of our onboarding process.

Internship Details:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Reporting Manager:** [Manager Name/Title]
- **Work Schedule:** [Days and Hours per week]
- **Location:** [Office Address or Remote]

Compensation and Benefits:

Your stipend for this internship will be [Amount] per [Month/Hour], payable on the company's regular pay cycle. As an intern, you are not eligible for company benefits such as health insurance or paid time off, unless otherwise stated.

Responsibilities:

During your placement, you will be involved in [Brief description of project or duties]. You will be expected to follow all company policies, including those regarding confidentiality and professional conduct.

Acceptance:

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

We look forward to having you join our team.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acceptance Signature:

I accept the internship offer as outlined above.

Signature: _____ Date: _____