

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

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

Dear [Candidate Name],

We are pleased to offer you an internship placement at [Company Name] in the position of [Internship Job Title]. We were impressed with your skills and believe you will be a valuable addition to our [Department Name] team.

Please find the details of your internship below:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Reporting Manager:** [Manager Name/Title]
- **Compensation:** [Amount per hour/month or "Unpaid"]
- **Work Schedule:** [Days and hours per week]
- **Location:** [Office Address or Remote]

As an intern, you will be responsible for [Briefly list 2-3 key responsibilities]. During your placement, you will be expected to follow all company policies and procedures.

This offer is contingent upon [List contingencies, e.g., background check, reference check, or proof of enrollment].

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

We look forward to having you join us.

Sincerely,

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

Acceptance:

I, [Candidate Name], accept the internship placement offer as outlined above.

Signature: _____ Date: _____