

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

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

Subject: Offer of Remote Internship

Dear [Candidate Name],

We are pleased to offer you a remote internship position as a [Internship Title] at [Company Name]. We were impressed with your skills and background, and we believe you will be a valuable addition to our team.

Please find the details of your internship below:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Reporting Manager:** [Manager Name/Title]
- **Compensation:** [Stipend Amount per month/hour OR Unpaid]
- **Working Hours:** [Number of hours per week]
- **Location:** Remote / Work from home

As a remote intern, you will be responsible for providing your own computer and high-speed internet access. [Company Name] will provide access to necessary software, communication tools, and internal systems required for your tasks.

During your internship, you may have access to confidential company information. By accepting this offer, you agree to maintain the confidentiality of all proprietary information and follow our data security policies.

This offer is contingent upon [Background Check/Documentation/etc.]. To accept this offer, please sign and return this letter by [Deadline Date].

We look forward to working with you.

Sincerely,

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

Acceptance:

I accept the offer of a remote internship at [Company Name] under the terms described above.

Signature: _____

Date: _____