

[Date]

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

Dear [Candidate Name],

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

The details of your internship are as follows:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Position Title:** [Internship Title]
- **Supervisor:** [Supervisor Name]
- **Compensation:** [Amount per Hour/Month or Unpaid]
- **Work Schedule:** [Hours per Week/Days of Week]

During this internship, you will be responsible for [Briefly list key tasks or projects]. This placement is intended to provide you with practical experience and professional development in the field of [Field of Study].

Please note that this internship does not guarantee full-time employment upon completion. You will be expected to follow all company policies and procedures during your time with us.

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

We look forward to having you join us.

Sincerely,

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

Acceptance:

I accept the internship offer as outlined above.

Signature: _____ Date: _____