

[Company Logo/Letterhead]

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Offer of Temporary Internship

Dear [Candidate Name],

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

The terms of your internship are as follows:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Reporting Manager:** [Manager Name/Title]
- **Compensation:** [Amount per Hour/Month or "Unpaid"]
- **Work Schedule:** [Hours per week/Daily schedule]
- **Location:** [Office Address or Remote]

As an intern, you will be responsible for [Briefly list key responsibilities]. This is a temporary contract position and does not guarantee permanent employment upon completion of the term.

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 sign our standard Non-Disclosure Agreement (NDA).

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

We look forward to having you join us.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acceptance:

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

Signature: _____ Date: _____