

Internship Confirmation Letter

Subject: Internship Confirmation

Dear ,

This is to confirm that has been selected for an internship position at . The internship is scheduled to commence on and will conclude on .

During the internship period, your responsibilities will include:

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We look forward to your positive contribution during your internship at our organization. If you have any questions or require further information, please feel free to contact us.

Sincerely,