

Company Name

Address Line 1

Address Line 2

Date:

To,

Candidate Name

Address Line 1

Address Line 2

Internship Offer Letter

Dear ,

We are pleased to offer you an internship position as at starting from . During your internship, you will be reporting to .

The duration of the internship will be months, commencing from to . This internship is (paid/unpaid), and you will receive a stipend of per month.

Please review and sign this letter as a token of your acceptance of the terms of this internship.

Terms and Conditions:

1. Your internship period may be terminated earlier by either party with prior notice.
2. You are expected to maintain the confidentiality of all information during and after your internship.
3. This internship does not guarantee employment with the company upon completion.

Sincerely,

Authorized Signatory

Signature

Acceptance by Intern:

Name:

Date:

Signature: