Quick Internship Confirmation Email

Subject: Internship Confirmation
Hi [Intern Name],
Your internship at [Company Name] is confirmed! Start date: [Start Date]. Role: [Internship Role].
Please check your email for onboarding instructions and required documents. Excited to have you
join us!
Thanks,
[HR Name]
[Company Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/internship-confirmation-letter