

Internship Offer Letter

Dear [Recipient's Name],

RE: Internship Offer at [Company Name]

I am writing to formally offer you an internship opportunity at [Company Name]. We were impressed by your qualifications and believe that your skills and experience align well with the goals and requirements of our organization. We are confident that your contributions will greatly benefit our team.

Position: Intern

Department: [Department]

Duration: [Start Date] to [End Date]

Compensation: [If applicable]

We are excited to have you join us and contribute to our team's success. As an intern at [Company Name], you will have the opportunity to work on [briefly describe the nature of the internship and key responsibilities]. You will be reporting directly to [Supervisor's Name], who will provide guidance and support throughout your internship.

As part of the internship program, you will be expected to adhere to the following terms and conditions:

- Hours of Work:** Your work schedule will be [number] hours per week, spread over [number] days. Specific working hours will be mutually agreed upon and may include weekends or evenings.
- Confidentiality:** During your internship, you may have access to sensitive information. It is vital that you maintain strict confidentiality and do not disclose any confidential or proprietary information to third parties.
- Code of Conduct:** You are expected to adhere to our company's policies, guidelines, and code of conduct throughout your internship. This includes professional behavior, punctuality, dress code, and respect for all team members.
- Intellectual Property:** Any intellectual property or work created by you during the internship will be

the property of [Company Name], and you will not have any claim or rights over such creations.

5. Termination: Either party may terminate the internship at any time by providing written notice.

Upon termination, you will return any company property in your possession.

Please review this offer carefully and indicate your acceptance by signing and returning a copy of this letter by [Acceptance Deadline]. If you have any questions or require further information, please do not hesitate to contact me.

We are thrilled about the prospect of having you as part of our team and look forward to your positive response. Welcome aboard!

Yours sincerely,

[Your Name]

[Your Position]

[Company Name]