

DD/MM/YYYY

**TO WHOMSOEVER IT MAY CONCERN**

Dear [Intern's Name],

I am pleased to offer you an internship position at **XYZ Ltd.** We believe your skills and enthusiasm will make a valuable contribution to our team. This offer is subject to the following terms and conditions:

**Position:** \_\_\_\_\_

**Duration:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Details:**

1. Your internship will be for \_\_\_\_\_ weeks/months starting from \_\_\_\_\_ to \_\_\_\_\_.
2. You will report to \_\_\_\_\_, who will provide guidance and mentorship.
3. The internship will involve \_\_\_\_\_.

**Remuneration:**

1. The internship is paid/unpaid.
2. You will receive a monthly stipend of \_\_\_\_\_.
3. To accept this offer, please sign and return a copy of this letter by \_\_\_\_\_.
4. If you have any questions or need further clarification, please contact \_\_\_\_\_ at \_\_\_\_\_.

We are excited to have you join our team and believe that this internship will be a valuable learning experience for you. We look forward to your positive response.

Yours sincerely,

\_\_\_\_\_  
\_\_\_\_\_