

To ,

[Address]

Dear ,

Re: Internship Application with

We are pleased to offer you an internship position with our company. You will be working in the and reporting to . The internship will last for weeks, and we hope you can start with us on .

We are offering a monthly base salary of . You are expected to come into the office days per week and the scheduled work hours from . The details of your internship are included in the enclosed employment contract.

If you choose to accept this offer, please sign the enclosed employment contract in the space provided and send a copy back to us. Please note that this offer will lapse on if the offer has not been accepted by then.

We believe you are capable of making a valuable contribution to the team and we can offer a challenging and rewarding experience at the company.

Yours sincerely,