

Summer Internship Offer Letter

From,
Kyla Olsen
Ap #651-8679 Sodales Av.
Tamuning PA 10855
(654) 393-5734

Date: 08-08-2008

To,
Calista Wise
7292 Dictum Av.
San Antonio MI 47096

Subject - Internship offer letter

Dear Ms./Mr. {Name of the Student}

We are elated to inform you that you have been selected for the internship position {mention the position} you have applied for with {name of the company}. The details are given as under –

Name of the position – Summer intern

Starting date – {mention the date}

End date – {Mention the date}

No. of hours/week – {Mention the hours/week}

Stipend/Salary – {Mention the amount}

Reporting authority – {Name of the person} {Contact number} {Email id}

Location – {mention the address}

Responsibilities

Mention responsibility number 1.

Mention responsibility number 2.

Mention responsibility number 3.

Mention responsibility number 4.

If you have any queries, feel free to get in touch with your reporting manager via phone or email.

Wish you all the best. Looking forward to working with you

Sincerely,
Kyla Olsen
{Name of the company}
{Address}

