

Unpaid 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 Calista Wise,

We are very pleased to let you know that your application for the internship position of {mention the position} with {name of the department} has been accepted. We would like to extend our heartiest wishes to you for being selected for the same. Your internship period will be effective from {mention the start date}. We, at {name of the organization} {name of the department} are delighted to welcome you on board.

As we have already discussed before, it is an unpaid internship program. Although there wouldn't be any monetary benefit as such, you'll be awarded an academic stipend of up to {mention the amount} in order to pay your educational expenses.

As of now, your internship program will include training and a lot of learning. You will also get the chance to get proper insights into the subject matter while developing your skills.

Moreover, you will be reporting {name of the person} from {name of the department} on {mention the date} at {mention the time}.

Wishing you all the best and looking forward to welcoming you to our team.

Sincerely,
Kyla Olsen
(Your Signature)

