[Company letterhead] · [Date]

Dear [Name],

Congratulations! We are happy to offer you an internship as [Intern title] in our [department] team from [start date] to [end date].

Term	Details
Supervisor	[Name, title]
Schedule	[Days and hours]
Pay / stipend	[$ amount and frequency]
Learning goals	[Projects and skills]
Location	[On-site / remote]

Please reply by [deadline] to accept.

Best regards,
[Name, Title]

Notes

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