

Internship Letter From Company to Students

Dear ——— [name],

We are glad to inform you that your application for the position of ——— [accountant/ any position] has been accepted by the organisation, and you have been selected for the Internship in our company.

This e-mail is regarding your internship application as on ———— [date] and based on the interview conducted on ———— [date]. The recruitment team has expressed a positive response and confidence, and you are one of the best candidates from the rest of all the applicants. Sessions and terms of internship have been discussed earlier as well.

As you know it may be a very bustling time, we advise you to be mentally and physically equipped, and of course, you can get along with our expectations. You will get compensation from the company for the internship period thereof as discussed.

Note: This offer holds valid for two weeks from today's date. If you are failing to join us in the expected period, this opportunity will be invalid and considered as oblivion and unoccupied.

To accept the company's offer, kindly confirm with your signature and date this letter. If you have any further queries or any information required, please reach us at [phone number], or email us at [email id].

With best wishes,