To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Confirmation Letter for Internship**

Dear Mr./Mrs.[name of Recipient],

This is to confirm that you have been hired for the internship program of [mention Company name]. This internship will be effective from [mention date of start of internship]. The total duration of this internship program will be [mention the duration of the internship].

I hope that this internship program will prove to be a great learning experience for you and you will learn the necessary skills that will be of great help to you in your professional life.

For any queries, you can contact me through the given below contact details. Looking forward to working with you.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]