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Check the template below 👇🏼. Modify as per your requirements. The elements that need to be changed are highlighted in yellow for your convenience.

﻿﻿Dear [Candidate name]

Following your application and the interview, we are pleased to inform you that you have been considered for an internship at [company name] starting from [date].

You are required to report to [mention the name of the person/department] for orientation and subsequent placement on the above-mentioned date.

The terms of engagement are as follows:

* Reporting date & time will be [mention date & time]
* Internship allowance: [mention stipend]
* Period of engagement: [number of months]
* Reporting manager: [mention the supervisor and the branch manager]

We are delighted to welcome you aboard.

Congratulations.

Sincerely

[Sender Name & Designation]