
Internship Letter From Company

ABC Technologies Ltd.

[July 31, 2024]

Jane Doe
123 Main Street
Boston, MA 02118

Dear Jane Doe,

We are pleased to offer you an internship position at ABC Technologies Ltd. for the role of Software Development Intern in the Development team. Your skills and interests align well with our current projects, and we are confident that this will be a mutually beneficial experience.

Internship Details:

Position: Software Development Intern

Department/Team: Development

Supervisor: John Smith, Senior Software Engineer

Start Date: September 1, 2024

End Date: December 31, 2024

Working Hours: 20 hours per week, Monday to Friday

Stipend/Compensation: \$1,000 per month

Internship Responsibilities:

- Assist in developing and testing software applications
- Participate in code reviews and contribute to team meetings
- Document code and create user manuals

- Support the team in troubleshooting and debugging issues

During your internship, you will have the opportunity to gain hands-on experience in software development, work closely with experienced professionals, and develop your skills in coding, debugging, and project management. We expect you to adhere to our company's policies and maintain a high level of professionalism.

Requirements:

- Currently enrolled in a Computer Science or related degree program
- Basic knowledge of programming languages such as Java, Python, or C++
- Strong problem-solving skills
- Excellent communication and teamwork abilities


To confirm your acceptance of this internship offer, please sign and return a copy of this letter by August 15, 2024. If you have any questions or need further information, please feel free to contact John Smith at john.smith@abctech.com or (123) 456-7890.

We are excited to have you join our team and look forward to a productive and rewarding internship.

Sincerely,

Michael Johnson
HR Manager
ABC Technologies Ltd.
456 Innovation Drive
Boston, MA 02118
michael.johnson@abctech.com
(123) 456-7891

Acceptance of Internship Offer:



I, Jane Doe, accept the internship offer for the position of Software Development Intern at ABC Technologies Ltd. as outlined in this letter.

Signature: _____

Date: _____