

# Offer Letter Format for Summer Training / Internship

## Example Sample Template - Free Download in Word & PDF

**Dated** \_\_\_\_\_

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

Dear \_\_\_\_\_,

This is with reference to your interview with us on dated \_\_\_\_\_.

It is our pleasure to inform you that upon assessment we have found your skills and competencies matching our requirements.

Therefore, we are offering you an Job Summer Training opportunity to work with our company for \_\_\_\_\_months. You will be designated as “Trainee” in this period.

You will be paid Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) as stipend during this training period. You will be e reimbursed for the expenses incurred by you on travel & boarding whenever the project work assigned to you.

Details and scope of your project will be provided to you on your first day of training at the company. After completion of your training, you will be issued a certificate by (Organization Name).

You will be required to submit a copy of the detailed project report before completion of your training.

Your training period with our organization will deal with important and sensitive information, records and other matters of the company. You will, therefore, be required to sign a “Code of Conduct and Secrecy Agreement” of our company on the first day of training.

Kindly reply us back for this Job offer letter by accepting the terms and conditions mentioned above for the offer given to you for the designation of trainee.

Best Regards,

**Name of the Manager**

Designation

Company Name