**[Company Name]**

[Company Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

**[Date]**

[University Name]

[University Address]

[City, State ZIP Code]

**Attention: [Internship Coordinator's Name],**

We are glad to notify you that **[Company Name]** has accepted **[Student Name]** for a position as an intern with our company. We are excited to welcome **[Student Name]** to our team and give them significant industry experience.

According to our agreement, **[Student Name]** will begin their internship on **[Start Date]** and work **[Number of Hours]** hours per week for **[Number of Weeks/Months]**. **[Student Name]** will be assigned to the **[Department Name]** department to work on projects linked to **[Project Description]**.

We are dedicated to providing **[Student Name]** with a well-rounded experience that includes hands-on training and mentorship. Our team is looking forward to working with **[Student Name]** and sharing our knowledge and skills with them.

Please let us know if there are any other criteria or documentation we need to complete before **[Student Name]** begins their internship. At the end of the training, we will gladly give the institution any necessary updates or assessments.

Thank you for collaborating with **[Student Name]** and your university. We are confident this internship will benefit **[Student Name]** and our firm.

Please do not hesitate to contact us if you have any questions.

**Sincerely,**

**[Your Signature]**

**[Your Typed Name]**

**[Your Title]**

**\*It is vital to note that this letter may need to be signed by the necessary parties from both the firm and the institution to recognize and accept the internship's terms and conditions.**