**Internship Appointment Letter**

Date: To, Name of the Intern. Address: Dear (Name of the Intern),

This is with reference to your application for the internship and the subsequent discussions you had with us at the interview on February 20th, 2020, on the following terms and conditions.

1. Position: Full-time Intern
2 Job Location: Bangalore
3. Stipend: You will get a monthly stipend of Rs. ( ) as mentioned in the attached sheet.
4. Internship Duration: Start date to End date
5. Commencement of Internship: Your Internship will be effective from 1st March 2020.
6. Working Hours: You have to work from Monday to Friday and your working hours will be 9 AM to 5 PM. You have to serve your duties with proper discharge for the company during these working hours.

We congratulate you on your appointment and assure you to get our full support for your professional growth and development.
Sincerely, (Company Name).