**Internship Offer Letter Format For Students**

Date: 12.09.18

Radika Sharma

Apex Management Institute

Delhi

**Subject: Summer Internship**

Dear Ms. Radika,

This is in response to your application for summer internship with Pinnacle Technologies Pvt. Ltd. We would like to extent heartiest congratulations on your selection for internship with Pinnacle Technologies Pvt. Ltd. based at New Delhi for a duration of three months. Your internship will start from May 1st, 2018 and will complete on July 31st, 2018. You will be required to report to Mr. Sumanth Singh on your date of joining. Our team at Pinnacle Technologies Pvt. Ltd. is looking forward to have you work with us.

During your internship, the concentration will be on helping you understand the theoretical concepts with their practicality and implications to help you connect your classroom knowledge and on-field experience. We will be happy to train you to learn new skills which are extremely helpful in the professional setting.

Complete details on project will be shared with you before the start of the internship.

Given below is the address where you have to report for internship:

Pinnacle Technologies Pvt. Ltd.

M.G. Road

New Delhi

Once again, congratulations to you on your selection and all the best for your endeavors.

Regards,

Geeta Bakshi

HR Manager

Pinnacle Technologies Pvt. Ltd.