

<Date>

<Student Name>

<Name of Institute>

<Location>

**Subject: Summer Training**

Dear <Name>,

In reference to your application we would like to congratulate you on being selected for internship with <organization name> based at <location for training>. Your training is scheduled to start effective <start date> for a period of 6 months. All of us at <organization name> are excited that you will be joining our team!

As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class.

The project details and technical platform will be shared with you on or before commencement of training

You should report for training at the following address:

<Organisation Name>

<Address>

<Address>

Contact Person : <Name>

Again, congratulations and we look forward to working with you.

Yours sincerely,

for <Organisation Name>

<Signatory Authority Name>

<Designation>