Logo and letterhead of the company

**Letter of Intent**

I hereby confirm our intention to offer first name surname an internship in our company between the date and the date. The trainee will be supervised by first name surname (position, phone number, email).

During the internship the trainee will carry out the following tasks:

1. please name task

2. please name task

3. please name task

4. please name task

5. please name task

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place, date signature CEO (company stamp)