To,

The Principal/Placement Committee,

\_\_\_\_\_\_\_\_\_\_ College,

Mumbai.

**SUB: INTERNSHIP AVAILABLE BETWEEN \_\_\_\_\_\_\_\_\_\_ AND \_\_\_\_\_\_\_\_\_\_\_\_\_**

Sir/Madam,

About your company (Introduction)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Internship Summary**

Website: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://www.saroshdamania.com/)

Location for Internship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
DURATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month

*(Can be extended upon availability)*

Number of Internships available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who can apply: Only those candidates can apply who:

         are available for full time *(in-office)* internship.

         can start the internship between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_

         are available for duration of \_\_\_\_\_ months

         have relevant skills and interests

         students from morning and evening batch can apply

**Responsibilities and Duties**

         Assisting the other employees

         Coordinating with clients

*(Insert here Work to be done by the intern)*

**Key Skills**  
MS-Office, MS-Word and MS-Excel

**Benefits**  
Certificate, Letter of recommendation, Flexible work hours, Mentoring.

It will be a Full-time Internship, Stipend of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_/- per month will be paid to the intern.

If any further clarification is required kindly feel free to drop an email to the undersigned.

Thanking You,

Yours Sincerely,

(Stamp & Sign)

Designation\_\_\_\_\_\_\_\_

Company Name