To: Internship office - Ahlia university

Subject: Acceptance letter for Mr. Mohamed Ali Internship program.

Reference to the training program please find below for your necessary reference.

Intern Name:

Intern Student ID

Start Date:

End Date:

Training held in:

**Supervisor Details:**

Name:

Position:

Contact Number:

Email:

**Work plan:**

|  |  |
| --- | --- |
| Week 1-  |  |
| Week 2-  |  |
| Week 3-  |  |
| Week 4-  |  |
| Week 5- |  |
| Week 6-  |  |
| Week 7- |  |
| Week 8-  |  |

Should you require any further clarification, please contact the undersigned.

Regards,

HR Manager Name

Contact number
Email

(Signature and Stamp)