

WHU · Burgplatz 2 · 56179 Vallendar · Germany

Jane Doe
123 Main Street

12345 Anytown

John Doe
Manager HR
Human Resources

Tel. +49 000 0000-000

john.doe@whu.edu
www.whu.edu

Internship confirmation

Place, Date

To whom it may concern,

hereby we confirm that [Ms. Jane Doe] will complete an internship from [month/day/year] to [month/day/year] in the area of/ in the department [name]. [She] will take on the following tasks:

- [Task 1]
- [Task 2]
- [Task 3]
- [Etc.]

Kind regards,

Signature

John Doe