**[On ALC Letterhead]**

**Date:** [DD/MM/YYYY]

Ref: (ALC Code/Year/Month/SrNo)

Ex: 12345678/2025/02/01

**To,**  
[Student’s Name]  
[Student’s Address]  
[City, State, Pin Code]  
[Email ID]  
[Contact Number]

[ABC ID]

**Subject: MKCL’s KLiC Internship Award/Joining Letter**

Dear [Student’s Name],

We are pleased to inform you that you have been selected for an MKCL’s KLiC Internship at **[ALC Name & ALC Code]** based on application for 2 credits of 60 hours. This KLiC Internship is designed to provide you with practical and real-world learning exposure, complementing your academic curriculum at **[College Name]**, and equipping you with experiential learning. You will be charged of **Rs. 500/-** one time for the value-added services which will be provided to you during your KLiC Internship to enhance essential relevant skills for your future career.

**Internship Details:**

* **Internship Title:** [Job Title]
* **Duration:** [Start Date] to [End Date]
* **Location:** [Onsite/Remote/Hybrid]
* **Internship Type:** [Paid/Unpaid]
* **Appraiser/Mentor:** [Name & Designation]
* **Working Hours:** [Mention working hours per day/week/month]

**Roles & Responsibilities:**  
During the internship, you will be responsible for:

1. [Responsibility 1]
2. [Responsibility 2]
3. [Responsibility 3]

**As a KLiC Intern, you will get:**

* **Experiential Learning** – Hands-on exposure to real-world work environments.
* **Soft Skills Development** – Enhance your communication, teamwork, and problem-solving abilities.
* **Basic English Communication** – Improve your professional communication skills.
* **Internship Experience Letter** – A valuable credential to boost your career prospects.
* **Credit Award Letter** – Recognition of your learning and achievements.

This internship is designed to empower you with **practical skills, confidence, and industry-relevant experience** to help you excel in your career.

**Terms & Conditions:**

1. You are expected to adhere to the organization's policies and maintain professionalism.
2. Any confidential information obtained during the internship must not be disclosed.
3. Your performance will be evaluated based on assigned tasks and deliverables.
4. The internship does not guarantee future employment with the organization.

Kindly confirm your acceptance by signing and returning a copy of this letter by **[Acceptance Deadline]**. If you have any queries, feel free to reach out to **[Contact Person’s Name]** at **[Email ID] / [Phone Number]**.

We look forward to your valuable contributions and a fruitful learning experience.

Best Regards,

**[Authorized Signatory]**  
[Name]  
[Designation]  
[ALC Code & Name]  
[Address]  
[Email ID]  
[Phone Number]

**Student’s Acceptance:**  
I, **[Student’s Name]**, accept the KLiC internship offer and agree to the terms and conditions mentioned above.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Enclosures:** (If any)