

<Company Letterhead>

<MM/DD/YY>

<Name>

INTERNSHIP OFFER LETTER

Dear <Name>,

<Company name> is pleased to offer you an educational internship opportunity as a <title or role> intern. You will report directly to <manager's name>. This position is located in <city / state>.

As you will be receiving academic credit for this position, you will not be paid (*or, if hourly wage is provided, include those details*). Additionally, students do not receive benefits as part of their internship program.

For this position, your major duties will include <brief description of job responsibilities>. Your schedule will be approximately <number of hours> per week beginning <MM/DD/YY>. Your assignment will conclude on <MM/DD/YY>.

Please review, sign and return via <mail, eFax...> to confirm acceptance, no later than close of business on <MM/DD/YY>.

Congratulations and welcome to the team!

Sincerely,

<Manager or Recruiter's Name>

<Manager or Recruiter's Title>

cc: <Manager or Recruiter's Name>

I accept the above offer, and will begin on: <MM/DD/YY>

_____/_____

Signature

Date

- *This content is intended only to provide an example and general overview on matters of interest. It is not intended to be comprehensive nor does it constitute legal advice. You should seek legal or other professional advice before acting or relying solely on any of the Content.*