**LETTER TEMPLATE**

**INTERNSHIP OFFER LETTER**

**[Date]**

**[Student First Name, Last Name]**

**[Address]**

**[City, State, Zip Code]**

Dear **[Student Name],**

Here at **[Company Name],** we are pleased to extend you an offer for an internship position within our **[Department Name]** department. The following information will detail the offer.

Start/End Date:

Salary:

Hours:

Manager:

Mentor:

Benefits/Vacation:

The offer is dependent on a successful completion of a background check and a drug screening.

If you have any questions on, or to accept this offer, please **[contact Name]** at **[Phone Number]** in our **[department name].** Once you accept this offer, we will send you additional details regarding your first day.

We look forward to seeing you begin your journey with company name and look forward to a successful internship.

Respectfully,

**[Name]**