**LETTER TEMPLATE**

**INTERNSHIP POSITION OFFER LETTER**

Dear **[Candidate Name]**

**[Company Name]** is pleased to offer you an internship position in our **[department name]** department, with an effective start date of **[start date].**

As an intern, this is not a paid position, which means you will not be receive wages or be eligible for benefits such as **[unemployment, health insurance, PTO, sick pay, etc.]** However, **[company name]** may consider you for a paid position in the future based on your performance throughout your internship.

Throughout your internship, you may be given access to confidential information belonging to **[company name].** Upon acceptance of this offer, you agree that you will keep all **[company name]** information private and confidential.

We look forward to working with you. Please feel free to reach out to us directly if you have any questions.

Sincerely,

**[Your name]**

Signatures: