**LETTER TEMPLATE**

**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 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 partof 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>**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_