**INTERNSHIP OFFER LETTER**

**[Date]**

**[Candidate First and Last Name]**

**[Candidate Address]**

**[Candidate City, State, Postal Code]**

Dear **[Candidate Name],**

We are pleased to offer you an internship at our company in the **[Department Name]** department at our **[Office Name]** office. Your internship shall commence on **[Date]** and shall end on **[Date] (“Term”).** The terms and conditions of your internship with the Company are set forth below:

* Subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the internship. You are eligible for a stipend of $ **[0.00]** during the Term which shall be paid on completion of the tasks assigned to you during your internship to the satisfaction of the Company. Your timings will be from **[Start Time]** to **[End Time],** Monday to Friday. Please be sure to bring **[Required Document]** documents with you on your first day to complete your profile.
* You will sign a confidentiality agreement with the company before you commence your internship. The internship cannot be construed as an employment or an offer of employment with **[Name of Company].**

Please confirm your acceptance of the terms of this offer by **[Date]** failing which, we have the right to cancel the internship. We look forward to having you on our team! If you have any questions, please feel free to reach out to us.

Sincerely,

**[Name]**