**EMAIL TEMPLATE**

**INTERNSHIP OFFER LETTER**

Date

Re: Student name

Dear **(student’s name):**

I am pleased to confirm your acceptance of an internship as **(Title)** in the **(Department Name)** with **(Organization Name)**. Your duties and assignments for this position are as follows **(brief description or attach job description)**.

Your first day of work will be **(date)**. You will work X number of hours per week totalling X number of hours for the duration of the internship **(cannot be less than 240 for entire summer).**

If you have any questions, please feel free to contact **(supervisor’s name).** We are please you’ve decided to join **(company/organization name).**

Sincerely,

Company representative