**INTERNSHIP OFFER LETER**

November 15, 20XX

Ms. Mary Student

MIT

Cambridge, MA 02139

Dear Mary,

We are very pleased to offer you the position of Intern this summer with XYZ, Inc.

Please find the following confirmation of the specifics of your internship:

* Position Title: Summer Intern
* Start Date: June 1, 20XX
* End Date: August 16, 20XX
* Number of Work Hours Per Week: 20 hours per week
* Salary/Stipend: Your salary for the internship will be $15.00 per hour

Reporting Relationship/Supervisor: You will be reporting to John Smith, Managing Director of XYZ, Inc. Mr. Smith’s may be contacted by phone **(xxx-­‐xxx-­‐xxxx)** or by email **(jsmith@xyz.com)**.

Internship Responsibilities: Your day-­‐to-­‐day responsibilities will include the following:

• Developing online marketing resources **(webpages, videos, slideshows)** for products

• Create sales presentations and surveys for prospective clients

• Work with department managers to analyse marketing resource effectiveness

• Attend weekly working group staff meetings

Office Location: You will be working in our branch office at 100 Main Street, Cambridge, MA 02139.Should you have any questions regarding the specifics of your internship, please contact me by phone **(xxx-­‐xxx-­‐xxxx)** or by email **(xxxx@xyz.com).**

Sincerely,

Susan Smith

Internship Coordinator, Human Resources

XYZ, Inc.