**INTERNSHIP OFFER LETTER**

**[Date]**

**[Name]**

**[Address]**

Dear **[Name]:**

Thank you for taking the time to interview with Company Name. We would like to extend an offer to you to intern with our Company during the Semester/Dates. Your start date is \_\_\_\_\_\_\_ and your end date is\_\_\_\_\_\_\_. Your work schedule will be \_\_\_\_\_. The starting pay is $ per hour. As discussed, your role and projects will consist of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If you have questions about the internship, please do not hesitate to contact me.

Congratulations! I look forward to working with you.

Sincerely,

**[Name]**

**[Title]**

\*Contact Information Address/Phone/Email.\*