**LETTER TEMPLATE**

**LETTER OF OFFER FOR EMPLOYERS**

ABC university

**[Organization Letterhead]**

**[Date]**

**[Student Name]**

Brandeis University

415 South Street

Waltham, MA 02454

Dear **[Student Name],**

We are pleased that you will be joining **[Organization Name]**. Please find the following confirmation and details regarding your internship:

Start Date: **[MM/DD/YYYY]**

End Date: **[MM/DD/YYYY]**

Number of Hours/Week:

Total Number of Weeks:

Compensation **(if applicable)**:

Training and Supervision: **[please describe how student will be supervised and/or trained]**

Intern Responsibilities**: [please enumerate specific responsibilities, projects and/or assignments. You may attach a job description, if preferred]**

Office Location:

Supervisor Phone:

Supervisor Email:

Sincerely,

**[Supervisor Name]**

**[Supervisor Title]**