**LETTER TEMPLATE**

**UNPAID INTERN OFFER LETTER**

Date

Dear:

We would like to congratulate you on being selected for the Title\_\_\_\_\_\_\_ Internship position with Your office/department, effective Start Date. All of us at \_\_\_\_\_\_\_Your office/department \_\_\_\_\_\_\_\_ are excited that you will be joining our team!

As we discussed during the interview process, this is a non-paid academic internship during which you will be expected to provide hours the student will work \_\_\_\_\_hours per week through End Date of Internship **(excluding Thanksgiving, Winter, and Spring breaks and holidays)**. Each semester, you will be awarded an educational stipend of up to $\_Stipend Amount to defray some of your educational expenses.

This internship is viewed by Your office/department as being an educational opportunity for you, rather than a part-time job. As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in class. Pursuant to the Fair Labor Standards Act, we will abide by the U.S. Department of Labor’s **(DOL)** guidelines for interns who may be unpaid **(found on http://www.dol.gov/whd/regs/compliance/whdfs71.htm#. UO8zi3fUkT4 - Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act).**

Since you will be receiving an educational stipend, if you are currently employed by the University **(in any department/capacity)** or become employed with the UI at any time during your internship, it is important that you notify your supervisor about this internship. This will assist us with the processing of paperwork and help us avoid delays in awarding your stipend.

Again, congratulations and we look forward to working with you this coming year.

Sincerely,

Supervisor’s Name