**INTERNSHIP OFFER LETTER**

**[Date]**

Sarah Johnson

5555 W. 109th St.

Pittsburgh, Pennsylvania 15106

**Re:** Internship offer

Dear Sarah Johnson,

On behalf of Accounting Partners of America, I am excited to extend an offer to you for an internship position within our auditing department. This position is in Pittsburgh, Pennsylvania. The position is for the role of an audit intern.

This position is scheduled to begin on January 1, 20XX, and will be a six-month paid internship opportunity ending on July 1, 2020. The schedule for this position is Monday-Friday from 8 a.m. to 3:30 p.m EDT. This position will pay $15 per hour. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits. In this role, you will report directly to Karen Fernandez.

This offer is contingent upon the successful completion of a background check and drug test. Please bring two forms of identification, your Social Security number, tax filing preferences, a voided check and your bank account information on your first day to complete your profile.

During your temporary employment with Accounting Partners of America, you may have access to trade secrets and confidential or proprietary business information belonging to the company. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Accounting Partners of America.

Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer from Accounting Partners of America.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. If you have any questions about this offer, please contact Anthony Ramirez in our recruiting department at 555-555-5555. Please review this letter in full, and sign and return it via email to a.ramirez@email.com to confirm your acceptance of the position no later than the close of business on Dec. 10, 20XX. We look forward to having you begin your accounting career at Accounting Partners of America and wish you a successful internship. Welcome to our team!

Sincerely,

Anthony Ramirez

Recruiter

I, Sarah Johnson, accept the above offer and will begin the internship position on Jan. 1, 20XX.

**[Signature line]**

**[Printed name]**