**INTERNSHIP OFFER LETTER**

**[Recipient Name]**

**[Address]**

**[City, Street, Zip]**

**[Date]**

**[Hiring Manager Name]**

**[Company Name]**

**[Street Address]**

**[City, Street, Zip]**

Dear **[Recipient Name]**,

On behalf of **[Company Name]**, I am pleased to offer you employment with **[Company Name]** as a **[job title]** starting on **[proposed start date].** Please carefully review this document for important details about your compensation, benefits, and terms of your anticipated employment with **[Company Name]**.

During your internship, you will be paid an hourly rate of **[insert hourly pay rate here].** Your compensation will be paid in regular installments in accordance with the Company’s regular payroll process, and subject to applicable tax and other withholdings **[if applicable, note here if your company pays on a bi-weekly, weekly or monthly schedule]**. As a non-exempt employee, you will be eligible for overtime pay. At the end of your internship, your employment with the Company will end.

As part of your compensation, we’re also offering **[describe bonus details, perks or benefits, or commission structure if applicable here]**.

Sincerely

**[Designation]**

**[Date]**