**INTERNSHIP OFFER LETTER**

**[Insert or write the name of the company]**

**[Insert or write the address of the company]**

**[insert date]**

**[Insert or write the name of the recipient]**

**[Insert or write the post of the recipient]**

Dear **[student's name]**:

I am pleased to confirm your acceptance of an internship as **[Title]** in the **[Department Name]** with **[Organization Name]**. Your duties and assignments for this position are as follows **[brief description or attach job description]**.

Your first day of work will be **[date]**. You will work X number of hours per week totaling X number of hours for the duration of the internship **[cannot be less than 240 for the entire summer]**.

If you have any questions, please feel free to contact **[supervisor's name]**. We are please you've decided to join **[company/organization name]**.

Sincerely,

**[Company representative]**