**LETTER TEMPLATE**

**INTERNSHIP OFFER LETTER**

Dear **[*candidate*],**

We are pleased to offer you the position of **[*internship position name*]**and welcome you to **[*organization]***. Among all our applicants, we believe you will be a great addition to the team. This Internship will begin on **[*internship start date*]**and run until **[*internship end date*]**.

As a reminder, your role in this internship will be primarily focused on **[*primary internship role*]***,* and will include additional experiences and responsibilities such as:

* **[*internship responsibility job description*]**
* **[*internship responsibility job description*]**
* **[*internship responsibility job description*]**

Starting on **[*internship start date*]**, your hours will generally be from **[*starting time*]** to **[*ending time*]**, on **[*days of week*]**. This internship is **[*onsite or remote]***, at our offices at **[*office address*]**. When you arrive, **[*instruction for arriving at the correct office*]**, ask for **[*internship supervisor*]** who will provide you with information you need to begin.

For your work at **[*organization name*]**, you will be paid **[*rate or stipend amount/ frequency*]**. To enter you into our payroll system, please bring **[*requirements for being paid*]**. More information regarding pay periods and payment will be provided on your first day. Additionally, you will also receive **[*non-monetary employee benefits*]**.

Once again, we are excited for you to begin working with us. Please feel free to email me with any questions you have before starting.

Sincerely,