**LETTER TEMPLATE**

**INTERNSHIP OFFER LETTER**

**[Date]**

**[Name of recipient]  
[Recipient's address]  
[City, state and ZIP code]  
[Subject line]**

Dear **[Recipient's name],**

On behalf of **[name of company]**, I am excited to extend an offer to you for an internship position within our **[department name]**. This position is located in **[city and state]**. The position is for a **[title of position]**.

This position is scheduled to begin **[start date]** and will be a six-month paid internship opportunity ending on **[end date]**. The schedule for this position is [dates and hours]. This position will pay **[hour rate]** and includes [benefits]. In this role, you will report directly to **[name of supervisor]**. This offer is contingent upon the successful completion of **[position requirements]**. Please be sure to bring **[necessary documents]** with you on your first day to complete your profile.

During your temporary employment with **[company name]**, you may have access to trade secrets and confidential or proprietary business information belonging to **[company name]**. 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 **[company name]**. In addition, 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 **[company name]**.

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 **[contact's name and phone number]** in our recruiting department. Please review this letter in full, and sign and return it via **[delivery method]** to **[delivery address]** to confirm your acceptance of the position no later than close of business on **[date]**. We look forward to having you begin your career at **[name of company]** and wish you a successful internship. Welcome to our team!

Sincerely,

**[Your name]  
[Your professional title]**