**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 **[Name]**,

**[Company name]** is pleased to offer you an educational internship opportunity as a **[title or role]** intern. You will report directly to **[manager’s name]**. This position is located in **[city / state]**.

As you will be receiving academic credit for this position, you will not be paid (or, if hourly wage is provided, include those details). Additionally, students do not receive benefits as part of their internship program.

For this position, your major duties will include **[brief description of job responsibilities]**. Your schedule will be approximately **[number of hours]** per week beginning **[MM/DD/YY].** Your assignment will conclude on **[MM/DD/YY]**.

Please review, sign and return via **[mail, eFax...]** to confirm acceptance, no later than close of business on **[MM/DD/YY]**.

Congratulations and welcome to the team!

**Sincerely,**

**[Name]**