**LETTER TEMPLATE**

**INTERNSHIP OFFER**

**[EMPLOYER'S NAME]**

**[STREET ADDRESS]**

**[CITY, STATE]**

**[ZIP CODE]**

Date: **[DATE]**

**Dear** **[INTERN'S NAME],**

**[COMPANY NAME] (“Company”),** is pleased to offer you an internship position with our Company in accordance with the terms below:

I. POSITION.

1. Title. **[POSITION TITLE]**
2. Duties. **[ENTER RESPONSIBILITIES]**

II. TERMS.

1. Supervisor. **[NAME]**
2. Start Date. **[START DATE]**
3. End Date. **[END DATE]**
4. Employment. [ ]  Part-Time [ ]  Full-Time
5. Expected Workdays. [ ]  Mon [ ]  Tue [ ]  Wed [ ]  Thu [ ]  Fri [ ]  Sat [ ]  Sun
6. Expected Hours**.** **[TIME]** [ ]  AM [ ]  PM to **[TIME]** [ ]  AM [ ]  PM
7. Other. **[OTHER TERMS]**

III. CONDITIONS.

1. Acceptance. Intern must accept this offer by **[DATE].**
2. Background Report Required? [ ]  Yes [ ]  No

If the above-mentioned terms and conditions meet your qualifications for an internship, it would be our pleasure to work with you. Please accept our offer by contacting me at any of the following methods:

Phone: **[PHONE]**

E-Mail: **[E-MAIL]**

We happily look forward to the opportunity of working with you.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, **[PRINT NAME]**

INTERN’S ACCEPTANCE

I**, [INTERN'S NAME]**, hereby agree to the terms of the above offer of internship. I understand that this offer is non-binding with a separate agreement to be written afterward.

Intern’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: **[DATE]**

Print Name: **[INTERN'S NAME]**