**LETTER TEMPLATE**

**INTERNSHIP COVER LETTER**

January 1, 20XX

Dear **[Intern Full Name]**:

I am pleased to offer you a Marketing Internship with Widgets, Inc. **(the "Company")** as of January 1st, 20XX **(the "Effective Date")** and reporting to Jane Doe, Chief Marketing Officer of the Company. In addition to the duties that were outlined during your interviews, you shall perform such other duties as are customarily associated with such position and as the President, the Board of Directors, or its authorized representative may from time to time require. You shall devote your full business efforts and time to the Company and agree to perform your duties faithfully and to the best of your ability. You agree not to engage in any other employment, occupation or consulting activity for any direct or indirect remuneration without the prior approval of your supervisor **(remove if Part-Time)**.   
  
You should be aware that your employment with the Company constitutes "at-­‐will" employment. This means that your employment relationship with the Company may be terminated at any time with or without notice, with or without good cause or for any or no cause, at either party's option. You understand and agree that neither your job performance nor promotions, commendations, bonuses or the like from the Company give rise to or in any way serve as the basis for modification, amendment, or extension, by implication or otherwise, of your employment with the Company.   
  
You will be compensated $15.00 per hour of work performed. You will be paid in accordance with   
The Company's normal payroll practices and be subject to the usual, required withholding.   
  
While employed hereunder, you will not be entitled to participate in the employee benefit plans maintained by the Company, if any. You will be eligible for paid leave and paid holidays only as approved by your supervisor. **(Benefits are optional per employer)**  
The Company will also reimburse you for reasonable and documented travel, entertainment or other expenses incurred by you in the furtherance of or in connection with the performance of your duties hereunder, in accordance with the Company's expense reimbursement policy as in effect from time to time.   
  
You agree to enter into the Company's Proprietary Information and Invention Assignment Agreement **(the "Proprietary Information Agreement") (optional)** upon commencing employment hereunder.   
  
You acknowledge and agree that you are executing this letter voluntarily and without any duress or undue influence by the Company or anyone else. You further acknowledge and agree that you have carefully read this letter and that you understand the terms, consequences and binding effect of this letter.

This letter, together with the Proprietary Information Agreement and any agreement you enter with the Company represents the entire agreement and understanding between the parties as to the subject matter herein and supersedes all prior or contemporaneous agreements, whether written or oral. In the event that any provision hereof becomes or is declared by a court of competent jurisdiction to be illegal, unenforceable or void, this letter will continue in full force and effect without said provision.

No waiver, alteration, or modification of any of the provisions of this Agreement will be binding unless in writing and signed by duly authorized representatives of the parties hereto. This letter shall be governed by the internal substantive laws, but not the choice of law rules, of the State of California

To indicate your acceptance of the Company’s offer, please sign and date this letter in the space provided below and return it to the address indicated below. A duplicate original is enclosed for your records. We hope that this offer will be favorably received, and we look forward to working with you at Widgets, Inc. Your anticipated start date is, January 1, 20XX.

Sincerely,

Jane Doe

Chief Marketing Officer

ACCEPTED AND AGREED:

**[Intern Full Name]**