**Sample Internship Offer Letter**

5/3/2018

John Smith

11122 Lego Avenue

San Diego, CA 92108

Dear John Smith,

Here at Sense and Sensibility Technologies we are pleased to extend you an offer for an Internship position within our Data Mining Department.

This position is scheduled to begin June 1st, 2018 and the rate of pay is $75.00/hour, with a full benefits package and 6 Paid Holidays, with hours of 7:00-3:30pm Monday through Friday. The position is for a Data Mining Specialist which will be reporting to Joanna James. The offer will be dependent on a successful background check screening, a drug screening along with acquirement of a Secret Security Clearance. Please ensure you bring proof of US Citizenship for the Human Capital Department to finalize your profile.

If you have any questions on this offer please contact Dwayne Johnson (888) -555-0101 in our Recruiting Department.  We look forward to seeing you begin your journey with Sense and Sensibility Technologies and look forward to a successful internship.

Respectfully,

Frida Cortez

Senior Team Manager