**Internship Offer Letter Templates**

Date

Name of Candidate

Address of Candidate

Dear (Name of Candidate),

I am pleased to inform your acceptance of an internship position as (Insert Job Title here) in (Insert name of the department here) at an hourly wage of (insert rate here). Your first day of joining will be (Insert date here). In addition to your duties outlined in the interview, you will report to your supervisor, (insert name of supervisor here).

As an intern, you are not the company’s employee; and therefore, will not receive health and compensation benefits. (Mention other things the candidate is not entitled to receive and if they are not paid, mention that as well instead of mentioning hourly rate in the beginning, mention benefits that they would receive in accordance with the company’s policy). You understand that participating in the internship program is not an offer of employment.

During your internship, you will have an access to company’s clients and confidential information. You agree that you will keep all this information and client information strictly confidential and will not share it with anyone outside the company. You will not use it for your own benefits and on completion of the internship; you will return documents, equipment, and all property of the company.

**Congratulations on the Internship.**

Best Regards,  
Signature of the HR Representative  
Name  
Designation