

***Sample Internship Offer Letter***

(on letterhead or from company representative's email)

Date

Re: Student name

Dear (student's name):

I am pleased to confirm your acceptance of an internship as (Title) in the (Department Name) with (Organization Name). Your duties and assignments for this position are as follows (brief description or attach job description).

Your first day of work will be (date). You will work X number of hours per week totaling X number of hours for the duration of the internship (cannot be less than 240 for entire summer).

If you have any questions, please feel free to contact (supervisor's name). We are please you've decided to join (company/organization name).

Sincerely,

Company representative