**Sample Paid Internship Offer Letter Template**

Maria J. Greenfield

123 Green Street

Anytown, State 12345

Date

Re: Internship Offer

Dear (intern name):

On behalf of (company name), I am happy to extend to you this paid internship. If you accept this offer of temporary employment as an intern, reporting to (manager’s name), you will begin your internship with the company on (date) and will be expected to work (number of hours) per week.

Your internship is expected to end on (date). However, your internship with the company is “at-will,” which means that either you or the company may terminate your internship at any time, with or without cause and with or without notice.

You will be paid (dollar amount) per hour, and you’ll report to (manager’s name) to work on (list of tasks). You will also be responsible for (list other tasks) at the discretion of (manager’s name).

As a temporary employee, you will not receive any employee benefits that regular employees receive, including, but not limited to, health insurance, vacation or sick pay, paid holidays, personal time off, bonuses, stock options, or participation in the company’s 401(k) plan.

Welcome to (company name). Please confirm your acceptance of this internship offer by signing below and returning it to me at your earliest convenience (or by set deadline).

Very truly yours,

(Name of hiring manager)