

McDonald's
300 Washington Ave SE
Minneapolis, MN 55101-2098
123-456-7890
realwebsite.com

Dear Brandon,

We are thrilled to offer you an internship with McDonald's! The purpose of this letter is to confirm our offer of a summer internship with you. The hourly rate of pay throughout your assignment would be \$30.00 per hour. The tentative start date would be 06/10/2023. As discussed, this offer is contingent on a satisfactory background check and verification of eligibility to work in the United States.

As a non-exempt employee of McDonald's, regardless of where work is performed, you will be responsible for accurately recording all hours worked on your timecard, reviewing pay statements promptly to identify and report any errors and taking a duty-free lunch break. You will be required to obtain leader approval before working overtime, regardless of location worked. Overtime is defined as any work done in excess of 40 hours in one workweek (Saturday through Friday) and is paid at time and a half your hourly rate.

Brandon, we think there is an excellent match between your strengths and the challenges of this position. We feel you have a great deal to offer McDonald's and that we have a great deal we can offer you in return. By accepting the offer of employment you are accepting this offer along with any associated company policies as a condition of employment. All interns, regardless of work location or job responsibilities, must be vaccinated before beginning employment; exceptions considered for medical or religious reasons provided alternative reasonable accommodations do not create an undue hardship on the business.

Please understand that McDonald's is an at-will employer, regardless of whether the work you perform is at a McDonald's office or any other location. Nothing in this offer, or any of our policies or procedures, either now or in the future, are intended to change the at-will nature of our employment relationship. Similarly, nothing in this offer, or any other policy or procedure, guarantees a virtual or hybrid work arrangement for any specific term.

If you have any questions, please feel free to contact me at or at mickeymouse@mickeys.com