

INTERNSHIP OFFER LETTER

_____[Company Name]
_____[Company Address]
_____, _____, _____[City, State, Zip]

_____, 20_____

_____[Intern Name]
_____[Intern Address]
_____, _____, _____[City, State, Zip]

RE: Internship Offer Letter

Dear _____[Intern's Name],

We are pleased to offer you an internship position at _____[Company Name] in the _____[Department] for the duration of _____, 20_____ [Start Date] to _____, 20_____ [End Date]. Your internship will be under the supervision of _____[Supervisor's Name], _____[Supervisor's Title].

Your primary responsibilities during the internship period will include:

[briefly describe key tasks and projects the intern will be working on].

☐ Paid Internship

You will receive an ☐ hourly wage ☐ a fixed fee of \$ _____ for the duration of your internship.

☐ Unpaid Internship

You will not receive monetary compensation. However, we are committed to providing a meaningful experience and may be able to offer other benefits such as academic credit, networking opportunities, and professional development resources.

As an intern at _____[Company Name], you will be required to maintain strict confidentiality regarding all company information and adhere to our company policies and procedures. You will also be expected to conduct yourself in a professional manner and follow our dress code.

To accept this offer, please sign and return this letter to us no later than _____, 20_____.

Should you have any questions or concerns, please feel free to contact _____
[Supervisor's Name] at _____[Supervisor's Email Address] or
_____ [Supervisor's Phone Number].



We are excited about the prospect of having you join our team and look forward to a mutually beneficial experience.

Sincerely,

_____[Company Rep Name]
_____[Company Rep Title]

