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| **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]