**Internship Offer Letter**

**Internship Offer Letter Format**

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| [Date]  [Name of recipient]  [Recipient's address]  [City, state and ZIP code]  [Subject line]  Re: Internship Offer  Dear [intern name]:  I am pleased to offer you this paid internship on behalf of [business name]. If you accept this internship offer, you will begin your internship on [date] and be reporting to [manager's name], and be expected to work [number of hours] per week,  On [date], your internship will come to an end. Your internship with the company, on the other hand, is "at-will," which implies that either you or the employer can end it at any moment, with or without cause and without warning.  You'll be paid [per hour] and report to [manager's name] to work on [task list]. At the discretion of [manager's name], you will also be responsible for [list other tasks].  You will not be eligible for any benefit plans that regular employees receive, such as [mention the benefits of a regular employee] as a temporary employee.  Thank you for visiting [business name]. Please sign below to indicate your acceptance of this internship offer and return it to me as soon as possible [or by a given deadline].  With Respect,  [Name of the hiring manager]  Sincerely,  [Your name]  [Your professional title]  I, [intern's name], accept the aforesaid offer and will start my internship on [date].  [Signature line]  [Printed name]  [Date] |

**Letter for Internship Example**

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| December 1, 2020  Serah Johnson  123, Calavia Tower Ahmedabad, Gujarat, 380055  Re: Internship Offer  Dear Serah:  I am pleased to offer you this paid internship on behalf of XYZ Solutions Pvt. Ltd. If you accept this internship offer, you will begin your internship as a content writer intern with the company on January 1, 2021 and be expected to work 40 hours per week, reporting to Mr. Karan Kohli.  On July 1, 2021, your internship will come to an end. Your internship with the company, on the other hand, is "at-will," which implies that either you or the employer can end it at any moment, with or without cause and without warning.  You'll be paid Rs. XX per hour and report to Mr. Karan Kohli to work on suggesting ideas on trending blog topics, researching and writing SEO Optimized content for the website’s blog page, writing website content for the client’s websites, and more. At the discretion of Mr. Kohli, you will also be responsible for writing content for social media posts and also writing content for various guest posting and press release websites.  You will not be eligible for any benefit plans that regular employees receive, such as health insurance, holiday or sick pay, paid holidays, personal time off, incentives, stock options, or participation in the company's 401[k] plan as a temporary employee.  Thank you for visiting XYZ Solutions Pvt. Ltd. Please sign below to indicate your acceptance of this internship offer and return it to me by December 15, 2020  With Respect,  Aman Patel  Sincerely,  Ashima Jain  HR Manager  I, Serah Johnson, accept the aforesaid offer and will start my internship on January 1, 2021.  [Signature line]  Serah Johnson  December 12, 2020 [Date of signing the letter] |

**Format 1**

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| **<Date>**    **<Student Name>**  **<Name of Institute>**  **<Location>**  **Subject: Letter for Internship offer**  Dear **<Name>,**  In reference to your application we would like to congratulate you on being selected for an internship with **<organization name>** based at **<location for training>.** Your internship is scheduled to start effective **<start date>** for a period of 6 months. All of us at **<organization name**> are excited that you will be joining our team!  As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned in your academic course.  The project details and technical platform will be shared with you on or before commencement of the internship.  You should report at the following address:  **<Organization Name>**  <Address>  <Address>  Contact Person : <Name>  Again, congratulations and we look forward to working with you.  Yours sincerely,  for **<Organization Name>**    **<Signatory Authority Name>**  **<Designation>** |

**Format 2**

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| **INTERNSHIP OFFER** [EMPLOYER’S NAME]  [STREET ADDRESS]  [CITY, STATE]  [ZIP CODE]  Date: [DATE]  Dear [INTERN’S NAME],  [COMPANY NAME] is pleased to offer you an internship position with our Company in accordance with the terms below:  **I. POSITION**.   * **Title**. [POSITION TITLE] * **Duties**. [ENTER RESPONSIBILITIES]   **II. TERMS**.   * **Supervisor**. [NAME] * **Start Date**. [START DATE] * **End Date**. [END DATE] * **Employment**. ☐ Part-Time ☐ Full-Time * **Expected Workdays**. ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun * **Expected Hours**. [TIME] ☐ AM ☐ PM to [TIME] ☐ AM ☐ PM * **Other**. [OTHER TERMS]   **III. CONDITIONS**.   * **Acceptance**. Intern must accept this offer by [DATE]. * **Background Report Required?** ☐ Yes ☐ No   If the above-mentioned terms and conditions meet your qualifications for an internship, it would be our pleasure to work with you. Please accept our offer by contacting me at any of the following methods:  **Phone**: [PHONE]  **E-Mail**: [E-MAIL]  We happily look forward to the opportunity of working with you.  Sincerely,  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, [PRINT NAME] **INTERN’S ACCEPTANCE** I, [INTERN’S NAME], hereby agree to the terms of the above offer of internship. I understand that this offer is non-binding with a separate agreement to be written afterward.  **Intern’s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: [DATE]  Print Name: [INTERN’S NAME] |

**Format 3**

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| [Date]  [Candidate First and Last Name]  [Candidate Address]  [Candidate City, State, Postal Code]  Dear [Candidate Name],  We are pleased to offer you an internship at our company in the [Department Name] department at our [Office Name] office. Your internship shall commence on [Date] and shall end on [Date]. The terms and conditions of your internship with the Company are set forth below:   1. Subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the internship. 2. You are eligible for a stipend of $ [0.00] during the Term which shall be paid on completion of the tasks assigned to you during your internship to the satisfaction of the Company. 3. Your timings will be from [Start Time] to [End Time], Monday to Friday. Please be sure to bring [Required Document] documents with you on your first day to complete your profile. 4. You will sign a confidentiality agreement with the company before you commence your internship. 5. The internship cannot be construed as an employment or an offer of employment with [Name of Company].   Please confirm your acceptance of the terms of this offer by [Date] failing which, we have the right to cancel the internship. We look forward to having you on our team! If you have any questions, please feel free to reach out to us.  Sincerely, Accepted by,  Signature Signature  Name Name  Date Date |