**Internship Offer Email**

| Subject: Internship Offer from [Company X]  Dear (Name of Candidate),  I am delighted to notify you that you have accepted an internship position as (Insert Job Title Here) in (Insert Department Name Here) at an hourly wage of (Insert Hourly Wage Here) (insert rate here). Your first day as a member will be on (Insert date here). You will report to your supervisor in addition to the obligations specified in the interview (insert name of supervisor here).  Because you are not an employee of the company, you will not be eligible for health or pay benefits as an intern. (Instead of noting the hourly rate at the start, state other advantages that the candidate is not entitled to get, and if they are not paid, indicate that as well.) You understand that taking part in the internship program does not imply that you will be hired.  You will have access to the company's clients and confidential information during your internship. You promise to keep all of this information, including client information, totally confidential and not to disclose it with anybody outside of the organization. You will not use it for personal gain, and upon completion of the internship, you shall return all corporate documents, equipment, and property.  **Congratulations on the Internship.**  Best Regards,  Signature of the HR Representative  Name  Designation |
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