



# ITU

**International Technological University**

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## Sample Offer Letter for Internship Providers

*The offer letter issued by the internship provider must be types and printed on that organization's letterhead. It must also be signed by an authorized representative of the organization, such as a Human Resources officer.*

<Today's date>

Dear <Student's name>,  
<ITU student ID number>  
<Student's address>  
E-verify #: <E-verify number>

This letter confirms that you have been offered a position of <internship title> with <name of internship provider>.

Your position will begin on <trimester start date> and end on <trimester end date>. During this period, you will report to <name and title of supervisor> at <internship site address>. This is a <paid/unpaid> position for which you will receive <rate of pay/"no compensation">.

<In a few lines, provide a brief description of the internship provider's organization>

As a(n) <internship title>, you will perform the following duties for <hours per week>:

<List specific duties here>

This opportunity is offered in conjunction with your graduate program at International Technological University in the field of <student's degree program>. Through this opportunity, you will:

<List specific goals and objectives here, including the knowledge and skills the student will gain through this opportunity that relate to the degree program>

<Name of internship provider> affirms that this position and the duties to be performed are supplemental to our current staffing and will not replace a vacant position. Should you have any questions, please contact me at <phone and e-mail>.

<Signature>

<Authorized representative's name and title>