**Internship Offer Letter**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject: Internship Offer Letter

Respected Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

On behalf of ‘name of company’, I am excited to extend an offer to you for an internship position within our ‘department name’. This position is located in ‘city and state’. The position is for a ‘title of position’.

This position is scheduled to begin ‘start date’ and will be a six-month paid internship opportunity ending on ‘end date’. The schedule for this position is ‘dates and hours’. This position will pay ‘compensation per month’ and includes ‘benefits’. In this role, you will report directly to ‘name of supervisor’. Please be sure to bring ‘necessary documents’ with you on your first day to complete your profile.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. If you have any questions about this offer, please contact ‘contact's name and phone number’ in our HR department. Please review this letter in full, and sign and return it via ‘delivery method’ to ‘delivery address’ to confirm your acceptance of the position no later than the close of business on ‘date’. We look forward to having you begin your career at ‘name of company’.

Regards,

'Name of the Company'

'Name of the employee'

'Position'

I sincerely accept and confirm the above issues.

\_\_\_\_\_\_\_\_\_\_\_\_\_

‘Signature’