

Dear @candidate\_name,

On behalf of @company\_name, I am pleased to offer you employment with @company\_name as a @job\_title starting on @starting\_date. Please carefully review this document for important details about your compensation, benefits, and terms of your anticipated employment with @company\_name.

During your internship, you will be paid an hourly rate of @salary. Your compensation will be paid in regular installments in accordance with the Company's regular payroll process, and subject to applicable tax and other withholdings monthly. As a non-exempt employee, you will be eligible for overtime pay. At the end of your internship, your employment with the Company will end.

As part of your compensation, we're also offering @other\_bonus.

### **At-will Employment**

Your position with @company\_name is "at will," and thus you or the Company may terminate our employment relationship at any time, with or without cause or advance notice. @company\_name reserves the right, in its sole discretion, to change your compensation and/or employee benefits at any time on a prospective basis.

Please confirm your agreement with these terms and accept this offer by signing this agreement on or before [offer deadline date].

We look forward to working together! Please don't hesitate to reach out to @contact\_details in the meantime.

Sincerely,

@report\_manager

[date]

I hereby agree to and accept employment with the Company on the terms and conditions set forth in this offer letter.

@candidate\_name

Date:

Signature: