

Internship Offer Letter Template

COMPANY LETTERHEAD/LOGO

[MM/DD/YY]

INTERNSHIP OFFER LETTER

Dear [Student Name],

[Company name] is pleased to offer you an educational internship opportunity as a [title or role] intern. You will report directly to [manager's name].

Position Title:

Start Date for Internship:

End Date for Internship:

Number of Work Hours per Week:

Compensation:

Location of Internship:

Reporting Supervisor Name, Title, and Contact Information:

Internship Responsibilities: **May not be necessary if internship job description was provided separately.*

Sincerely,

[Signature]

Printed Name of Employer, Recruiting Manager, or Supervisor