**INTERNSHIP OFFER LETTER**

|  |  |
| --- | --- |
| [SENDER NAME] [SENDER TITLE]  [COMPANY NAME]  [MAILING ADDRESS] | Upload Your Logo |

Date: [DATE]

**RE: INTERNSHIP INVITATION**

Dear [CANDIDATE NAME],

On behalf of [COMPANY NAME], I am pleased to extend an offer for the [ROLE NAME] internship in the [DEPARTMENT NAME] department at our company.

Your internship begins on [DATE], and will take place between the hours of [HOURS], on [DAYS OF WEEK], with a cap of [HOURS] per week. This will be a [PAID/UNPAID] internship. You will report directly to [SUPERVISOR NAME] at [WORKPLACE ADDRESS].

The duties and responsibilities for this position include [DESCRIBE INTERN DUTIES].

We are pleased to offer the following benefits: [LIST BENEFITS].

Please acknowledge your acceptance of this offer by signing and returning a copy of this letter by [DATE]. Feel free to reach out if you have any questions.

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)

[SENDER NAME AND TITLE]

[SENDER PHONE]

[SENDER EMAIL]

Acceptance

I would like to express my gratitude for the opportunity and formally accept the internship that is being given in this letter.

Signature: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_