

INTERNSHIP OFFER LETTER

Date: _____

RE: INTERNSHIP INVITATION

Dear _____,

On behalf of _____, I am pleased to extend an offer for the _____ internship in the _____ department at our company.

Your internship begins on _____ and will take place between the hours of _____, on _____, with a cap of _____ per week. This will be a _____ internship. You will report directly to _____ at _____.

The duties and responsibilities for this position include:

We are pleased to offer the following benefits:

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

Sincerely,

Acceptance

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

Signature: _____

Print Name: _____

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