

(Company Letterhead)
Address and Contact Info Company
Date Issued

Offer Letter for Internship Position: (Insert Job Title)

Dear (insert Student Name):

It is our pleasure to confirm the offer to you for the position of (insert job title) with (insert company name), located in (insert town and state). We are confident that you will be a valuable asset to our team. Please carefully review the summary below.

Purpose of Position: (Brief description of the purpose of the position)

This intern will be responsible for the development of XYZ. (Further explain the position and how it relates to (or supports) the student's educational goals.

Duties and Responsibilities: (explain the duties and responsibilities of the position)

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Scope of Position: This is a part-time position - 20 hours. To be worked during the normal office hours of (insert office hours; insert days of operation). The position will work out of (insert building/office location and street address).

Direct Supervisor Contact Information

Name, Title
Phone
Email

EIN Number: