



Employer Resource: **Internship Offer Letter** **Template**

[Your Company's Letterhead]

[Date]

[Candidate's Full Name]

[Candidate's Address]

[City, State, ZIP Code]

Dear [Candidate's Name],

We are pleased to extend an offer for the position of [Internship Position Title] at [Your Company Name]. We were impressed by your qualifications, enthusiasm, and passion for [relevant field/industry], and we believe you would make a valuable addition to our team. We are excited to offer you this opportunity to gain hands-on experience and contribute to our projects.

Position: [Internship Position Title]

Start Date: [Start Date]

End Date: [End Date]

Compensation: [Stipend/Compensation Details]

Supervisor: [Supervisor's Name and Title]

Department: [Department Name]

Location: [Office Location or Remote]

During your internship, you will have the chance to collaborate with experienced professionals, work on real projects, and develop skills that are essential for your future career. We are committed to providing a supportive and educational environment where you can learn, grow, and make a meaningful impact.

As a member of our team, you will be expected to:

- Participate actively in team meetings and discussions.
- Contribute to project planning, execution, and documentation.
- Seek guidance and ask questions to enhance your learning experience.
- Adhere to company policies and maintain a professional attitude.
- Deliver work on time and meet set milestones.

Please review the attached documents, including our company policies and the terms of the internship. If you accept this offer, please sign and return the enclosed copy of this letter, along with the attached forms, by [Acceptance Deadline Date].

We are excited about the possibility of having you join our team and contribute your skills and fresh perspective. If you have any questions or concerns, please do not hesitate to contact [HR Contact Name] at [HR Contact Email] or [HR Contact Phone Number].

We look forward to your positive response.
Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

Enclosures:

- Internship Acceptance Form
- Company Policies and Guidelines
- Internship Details and Term