

## Sample Letter of Offer for Employers

### [Organization/Company Letterhead]

[Date]

[Organization/Company Name]

[Organization/Company's full address]

City, State, Zip code

Dear [Student Name],

We are pleased that you will be joining [Organization/Company Name]. Please find the following confirmation and details regarding your internship:

**Start Date:** [MM/DD/YYYY]

**End Date:** [MM/DD/YYYY]

**Number of Hours/Week:**

**Position Title:**

**Compensation description:**

**Internship Responsibilities:** [please enumerate specific responsibilities, projects and/or assignments. You may attach a job description, if preferred]

**Office Location (please note if remote):**

**Supervisor Name:**

**Supervisor Phone:**

**Supervisor Email:**

Sincerely,

[Organization/Company Representative Signature]

[Organization/Company Representative Name]

[Organization/Company Representative Title]