*Date*

*Intern Name*

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_:

RE: *Organization Name*

Offer of Internship – *Job Title*

I am very pleased to provide you with written confirmation of our offer of internship as a *Job Title*, effective *Start Date* until *End Date*. On behalf of *Organization Name*, I would like to welcome you to our organization.

The following outlines details of your employment:

**1**. **POSITION AND LOCATION**

Your title is *XX* and you will report to *Supervisor Name & Title*. You will be working at our offices located at *XX. (Provide an overview of key duties)*

**2. HOURS OF WORK**

Your weekly schedule will be Monday to Friday, *XX* am to *XX* pm including a *XX* lunch break.

**3. COMPENSATION**

**4. PERFORMANCE REVIEWS**

A performance review and report will be prepared as of *XX.*

**5. TERMS AND CONDITIONS**

This offer of employment is made subject to the following conditions:

1. *Any applicable conditions*

Once again, I am pleased to extend this offer to you. I look forward to the valuable contributions that you will make to our team.

To indicate your acceptance of this offer, please sign the offer letter below and return a copy.

Please do not hesitate to contact me at *XXX*-*XXX*-*XXXX* should you have any questions or if I can be of any assistance to you.

Welcome Aboard!

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_

**I have read and accept the terms of this offer of internship.**

***Intern Name* - Signature**

**Date**