

Standard Professional Internship Offer Template

Subject: Internship Offer - [Position Title] at [Company Name]

Dear [Candidate Name],

We are pleased to offer you the position of [Internship Title] at [Company Name] for the [Season/Duration] internship program. After reviewing your qualifications and interviewing you, we believe you would be an excellent addition to our team.

This internship position will begin on [Start Date] and conclude on [End Date]. You will be working [Number] hours per week, with a schedule of [Days/Hours]. Your compensation will be \$[Amount] per [hour/week/month], paid [bi-weekly/monthly].

Your primary responsibilities will include [specific duties and projects]. You will be reporting to [Supervisor Name], [Title], who will provide guidance and mentorship throughout your internship.

We will provide you with [benefits such as: parking, lunch allowances, training opportunities, networking events]. Please note that this is an [paid/unpaid] internship position and [does/does not] qualify for academic credit.

To accept this offer, please sign and return this letter by [Response Deadline]. We also require you to complete the attached forms and provide [required documents].

We look forward to welcoming you to our team and supporting your professional development.

Sincerely,

[Your Name]

[Title]

[Company Name]

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