

Formal Government Internship Offer Template

Subject: Official Internship Appointment - [Department/Agency Name]

Dear Mr./Ms. [Last Name],

The [Department/Agency Name] is pleased to formally offer you an internship position within our [Division/Office] for the [Season/Year] term.

APPOINTMENT DETAILS:

Position: [Official Title]

Security Level: [Level] (pending clearance)

Duty Station: [Location]

Appointment Period: [Start Date] through [End Date]

Work Schedule: [Hours] per week, [Days]

Compensation: GS-[Level] equivalent, \$[Amount] per pay period

POSITION REQUIREMENTS:

- Must maintain active student status
- Required to complete [Number] hours of service
- Subject to periodic performance evaluations
- Must adhere to all departmental policies and security protocols

Your supervisor will be [Name, Title] who will coordinate your training program and work assignments. You will receive comprehensive orientation including security briefings and departmental procedures.

This appointment is contingent upon successful completion of background investigation and any required security clearances. Please report to [Location] on [Date] at [Time] for processing.

Please acknowledge receipt and acceptance of this offer by returning the signed copy within [Number] business days.

Respectfully,

[Signature]

[Name]

[Title]

[Department/Agency]

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