

Academic Research Internship Offer Template

Subject: Research Internship Position - [Project/Lab Name]

Dear [Student Name],

I am pleased to offer you a research internship position in my laboratory for the [Summer/Academic Year] term. Your academic background in [Field] and research interests align perfectly with our current projects.

RESEARCH DETAILS:

Project: [Brief description of research focus]

Duration: [Start] to [End Date]

Time Commitment: [Hours] per week

Stipend: \$[Amount] monthly research allowance

Academic Credit: [Number] credits available through [Department]

You will be working under the direct supervision of [Graduate Student/Postdoc Name] and myself on [specific research tasks]. This position includes opportunities to:

- Contribute to ongoing publications
- Present findings at [Conference Name]
- Develop independent research skills
- Access to specialized equipment and training

REQUIREMENTS:

- Maintain GPA of [minimum] or higher
- Commit to full duration of internship
- Participate in weekly lab meetings
- Complete safety training protocols

If you accept this position, please respond by [Date]. We will schedule an orientation meeting to discuss research objectives, safety procedures, and expectations.

I look forward to working with you and supporting your research development.

Best regards,

Dr. [Name]

[Title]

[Institution/Department]

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