

International Internship Offer Template

Subject: International Internship Opportunity - [Country/Company]

Dear [Candidate Name],

We are thrilled to offer you an international internship position with [Company Name] at our [City, Country] office. This unique opportunity will provide valuable global experience in [Industry/Field].

PROGRAM DETAILS:

Position: [Title]

Location: [City, Country]

Duration: [Number] months ([Start Date] - [End Date])

Compensation: [Amount] in [Currency] monthly

Housing: Company-provided accommodation or housing allowance

Transportation: Flight reimbursement up to \$[Amount]

ADDITIONAL BENEFITS:

- Visa sponsorship and application assistance
- Cultural orientation and language support
- International mentor assignment
- Travel opportunities within [Region]
- Certificate of completion

NEXT STEPS:

- Visa application process (we'll guide you through this)
- Health insurance verification
- Cultural preparation sessions
- Pre-departure briefing

This internship requires flexibility, cultural sensitivity, and independence. You'll be working with diverse teams and gaining invaluable international business experience.

Please confirm your acceptance by [Date] so we can begin the visa process immediately. Our

international programs coordinator will contact you within 48 hours with detailed next steps.

We're excited to welcome you to our global team!

Best regards,

[Name]

[Title]

[International Programs Office]

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