



Sample Offer Letter



CompanyName

December 15, 2018

James Smith Senior HR Manager

P. 626 396-2200

A. 1700 Lida Street Pasadena, CA 91103

Dear Tink Adams:

Your internship will begin on 3 [Start Date] and will end on [End Date]. You will be expected to work 4 [Number of Hours per Week]. You will be paid 5 [Rate of Pay].

During your internship, you will be:

- **(6)** [This section should describe key skills to be learned and types of projects to be worked on.
- It also typically includes software being used.]

Tink, we look forward to working with you! Please sign and date this letter to confirm your acceptance of the opportunity.

Supervisor or HR Name	Date
Student Name	Date

- The internship title should be specific. Ex: Footwear Design Intern, Visual Development Intern, Interior Design Intern, Character Artist Intern.
- 2 This information must clearly state the intern's direct supervisor. The intern must be supervised by someone with the same background and expertise as the position they're hired for. Ex: a Graphic Design Intern must be supervised by a Graphic Designer.
- 3 The internship must be at least 10 weeks long within the academic term dates of the internship term. Ex: a Fall internship would need to be at least 10 weeks long between mid-September and mid-December.
- The total number of hours must meet the minimum requirement needed to receive the credit being requested.

 3 units = 12 hrs/week OR 126 hrs/term

 6 units = 24 hrs/week OR 252 hrs/term
- **6** The rate of pay should be clearly stated. If it is an unpaid internship, credit must be requested for the internship.
- 6 This section must have specific information. It must say more than "the intern will work on various projects."