

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:

On behalf of [Company Name] we are pleased to offer you an internship as a ❶ [Internship Position Title]. Your direct supervisor will be ❷ [Name of Supervisor, Title, and Email Address].

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

During your internship, you will be:

- ❻ [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

- ❶ The internship title should be specific.
 Ex: Footwear Design Intern, Visual Development Intern, Interior Design Intern, Character Artist Intern.
- ❷ 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.
- ❸ 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.
- ❹ 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
- ❺ The rate of pay should be clearly stated. If it is an unpaid internship, credit must be requested for the internship.
- ❻ This section must have specific information. It must say more than "the intern will work on various projects."