

INTERNSHIP OFFER

Date: _____, 20____

Dear _____,

_____ ("Company"), is pleased to offer you an internship position with our Company in accordance with the terms below:

I. POSITION.

- a) **Title.** _____
- b) **Duties.** _____

II. TERMS.

- a) **Supervisor.** _____
- b) **Start Date.** _____, 20____
- c) **End Date.** _____, 20____
- d) **Internship.** ☐ Part-Time ☐ Full-Time
- e) **Expected Workdays.** ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun
- f) **Expected Hours.** ____:____ ☐ AM ☐ PM to ____:____ ☐ AM ☐ PM
- g) **Other.** _____

III. CONDITIONS.

- a) **Acceptance.** Intern must accept this offer by _____, 20____.
- b) **Background Report Required?** ☐ Yes ☐ No

If the above-mentioned terms and conditions meet your qualifications for an internship, it would be our pleasure to work with you. Please accept our offer by contacting me at any of the following methods:

Phone: _____

E-Mail: _____

We happily look forward to the opportunity of working with you.

Sincerely,

INTERN'S ACCEPTANCE

I, _____, hereby agree to the terms of the above offer of internship. I understand that this offer is non-binding with a separate agreement to be written afterward.

Intern's Signature: _____ **Date:** _____

Print Name: _____