**[Company Name]

[Date]

[Candidate Name]

[Address]

[City, State, Code]

**Internship Offer Letter Template**

Dear [Candidate Name],

We are pleased to offer you the position of [Internship Title] at [Company Name]. We believe that your skills and experience make you an excellent fit for our organization, and we look forward to welcoming you to our team.

Your starting date will be [Start Date], and your end date will be [End Date]. As an intern with us, you will be expected to work [Number of Hours] hours per week, with a schedule of [Work Schedule].

As part of your internship, your key responsibilities will be as follows:

* [Internship Responsibility 1]
* [Internship Responsibility 2]
* [Internship Responsibility 3]

You will report to [Supervisor Name]. Throughout your tenure with us, you will receive guidance and support to ensure that you have a fulfilling and educational experience.

Your compensation will be [Internship Compensation], which will be paid [Payment Frequency]. You will also be eligible for certain benefits, including:

* [List any benefits like time off, flexible work or health insurance interns may be eligible for]
* [Benefit 2]
* [Benefit 3]

To accept this internship offer, please sign and return a copy of this letter by [Acceptance Due Date]. If we do not receive your acceptance by this date, we will assume that you have declined the offer.

Please note that your employment with [Company Name] is contingent upon your compliance with all applicable laws, regulations, and company policies, including but not limited to our Code of Conduct and Confidentiality Agreement.

We are excited about the next steps together and look forward to working with you. If you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Company Name]