

## SAMPLE LETTER

### Sample Company Letter Head with company name, website link, contact email

Company address (if not in the letterhead)

May 15, 2010

(Student Name)

(Student Address)

Dear (student name),

We are pleased to offer you an internship position at Sample Company for the **Fall 2010** semester. Please see below the specifics regarding your internship:

**Internship Title:** Accounting Intern

**Start date:** September 27<sup>th</sup>, 2010

**End date:** December 18<sup>th</sup>, 2010

**Number of hours:** 15 hours per week. You will not work more than 20 hours per week.

**Location for internship:** (Address of the place where intern is placed)

**Supervisor for internship:** (Name and Job Title of the supervisor, with the contact phone/email)

**Responsibilities:** Your duties include (the job details), as well as other duties that may be assigned to you from time to time.

**Internship stipend:** \$20.00 per hour. No benefits provided. (if unpaid, can mention – This is an unpaid internship)

Please indicate your acceptance of the internship by signing this letter and returning it to the Human Resources Department of Sample Company.

Congratulations on your internship!

Best Wishes,

(Signature of Company Representative, HR, or Supervisor)

(Designation of the above)

I accept the internship offer described in this letter :

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_