

Sample offer Letter

< Company Letter Head>

Your Ref:

Our Ref:

Date:

< Letter Date>

< Intern's Name,
IC/ ID number and
correspondence address>

Dear <Intern's Name>

Re: Letter of Offer for Internship Training

We refer to the above matter.

We are pleased to offer you to work with us as a trainee for a period of 14 weeks commencing from 14 Jan 2013 to 20 April 2013 ("the internship period") whereby you are subject to the following terms & conditions.

- 1) Allowance – you are given an allowance of RM X per month.
- 2) Working days & hours – working day is Monday to [] am to [] pm []
- 3) Job Scope – Assisting in preparing/preparation of

<Other terms and conditions required by company>

Kindly confirm your agreement to the above by signing and returning to us the duplicate of this letter.

Thank you.

Yours sincerely,