

## 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

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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 <sup>X</sup> 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,