

Offer Letter for Internship

Bright Future Technologies, Inc.

100 Innovation Drive

Silicon Valley, CA 94025

Email: hr@brightfuturetech.com

Phone: (555) 123-4567

Date: March 1, 2024

Ms. Jane Doe

123 College Ave

University Town, CA 94000

Dear Ms. Doe,

Subject: Internship Offer at Bright Future Technologies, Inc.

We are pleased to extend to you the offer to join Bright Future Technologies, Inc. as an Intern in our Software Development Department. Your skills and interests align well with our mission to innovate and lead in technology solutions. This letter outlines the terms of your internship and what you can expect from this valuable experience.

Internship Duration:

The internship will commence on June 1, 2024, and conclude on August 31, 2024.

Position:

As a Software Development Intern, you will work closely with our development team on projects that contribute to our product offerings and client solutions. You will report directly to Emily Turner, Head of Software Development.

Location:

Your primary location will be at our headquarters at 100 Innovation Drive, Silicon Valley,

CA. You may occasionally be asked to work from different locations or remotely, depending on project needs.

Hours:

This is a full-time internship, and you are expected to work 40 hours per week. Your regular work schedule will be from 9:00 AM to 5:00 PM, Monday through Friday.

Compensation:

You will receive a stipend of \$3,000 per month to help cover expenses during your internship. Additionally, you will be eligible for housing assistance if you are relocating for the internship.

Learning Opportunities:

- Participate in ongoing projects and gain hands-on experience in software development.
- Attend workshops and training sessions to enhance your technical skills and professional development.
- Work with a mentor who will provide guidance and feedback throughout your internship.

Confidentiality:

You will be required to sign a confidentiality agreement to protect the proprietary information of our company and clients.

At the conclusion of your internship, you will be required to present a summary of your learning experience and project contributions to the department head and team members.

Please confirm your acceptance of this offer by signing and returning a copy of this letter by March 15, 2024. We are excited about the potential you bring to our team and look forward to welcoming you to Bright Future Technologies, Inc.

If you have any questions or need further clarification, please feel free to contact me directly at hr@brightfuturetech.com or (555) 123-4567.

Welcome to the team!

Sincerely,

[Signature]

Alex Johnson

Human Resources Manager

Bright Future Technologies, Inc.