

Sample Offer Letter for Curricular Practical Training Authorization

XYZ. Inc. Letterhead
100 South Street – Waltham – MA 02454

January 8, 2018

Ms. Mary Smith
Brandeis University
Waltham, MA 02454

Dear Mary,

We are very pleased to offer you a position as an Intern with XYZ Company. Please find the following confirmation of the specifics regarding your internship:

Start Date: January 22, 2018

End Date: May 4, 2018

Number of Work Hours Per Week: 20 hours per week

Salary/Stipend: Your salary for the internship will be \$20.00 per hour.

Reporting Relationship/Supervisor: You will be reporting to John Doe, President of XYZ Company, Inc.

Responsibilities: Your day-to-day responsibilities will include the following:

- Developing online marketing elements including videos and slideshows
- Creating sales presentations and demo surveys for prospective clients
- Working with senior management to source and analyze deals

Office Location: You will be located in our branch office at 100 South Street, Waltham, MA 02453.

Should you have any questions concerning the specifics of this internship please contact me at (781) 123-4567.

Sincerely,

John Doe

John Doe

President, XYZ Company, Inc.