

[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Date]

[Candidate Name]  
[Candidate Address]  
[City, State, Zip Code]

**Subject: Offer of Graduate Internship**

Dear [Candidate Name],

We are pleased to offer you a Graduate Internship position at [Company Name] in the [Department Name] department. We were impressed with your academic achievements and believe you will be a valuable addition to our team.

Please find the details of your internship below:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Reporting Manager:** [Manager Name/Title]
- **Compensation:** [Amount per hour/month]
- **Work Schedule:** [Days and Hours]
- **Location:** [Office Address/Remote]

As a Graduate Intern, your primary responsibilities will include [List key tasks or projects]. This placement is designed to provide you with practical experience and professional development in the field of [Industry/Field].

This offer is contingent upon the successful completion of [Background Check/Reference Check/Drug Screen] and the signing of our standard Confidentiality and Non-Disclosure Agreement.

To accept this offer, please sign and return this letter by [Deadline Date].

We look forward to welcoming you to [Company Name].

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]

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**Acceptance:**

I accept the Graduate Internship offer as outlined above.

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