

[Company Logo/Letterhead]

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

**Subject: Offer of Internship**

Dear [Candidate Name],

We are pleased to offer you an internship placement at [Company Name] in the position of [Internship Job Title]. Your internship is scheduled to begin on [Start Date] and is expected to end on [End Date].

During this internship, you will be reporting to [Supervisor Name], [Supervisor Title]. Your primary responsibilities will include [Briefly list key duties].

**Compensation and Hours**

This is a paid internship. You will be compensated at a rate of \$[Amount] per [Hour/Month]. Payments will be made on a [Weekly/Bi-weekly/Monthly] basis. Your expected work schedule will be [Number] hours per week, from [Start Time] to [End Time].

**Terms of Internship**

Please note that this internship is an at-will agreement. It does not constitute an entitlement to a permanent job at the conclusion of the internship period. You will be required to abide by all company policies, including those regarding confidentiality and professional conduct.

**Next Steps**

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

We look forward to having you join our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Acceptance:**

I, [Candidate Name], accept the internship offer as outlined above.

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