

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

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

**Subject: Offer of Summer Internship**

Dear [Candidate Name],

We are pleased to offer you a summer internship position at [Company Name] as a [Internship Role/Title]. Your internship is scheduled to begin on [Start Date] and end on [End Date].

During this internship, you will be reporting to [Supervisor Name], [Supervisor Title]. Your primary responsibilities will include [List 2-3 key tasks].

**Terms of Internship:**

- **Compensation:** You will receive [Stunt Amount/Hourly Rate] or [This is an unpaid internship].
- **Working Hours:** [Number of hours] per week, from [Start Time] to [End Time].
- **Location:** [Office Address or Remote].

Please note that this internship is an at-will agreement and does not constitute an entitlement to a permanent job at the conclusion of the program.

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 this summer.

Sincerely,

[Name of Sender]  
[Title]  
[Company Name]

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**Acceptance:**

I accept the offer of a summer internship as outlined above.

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