

# Internship Offer Letter

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to offer you a position as a Research Assistant Intern at [Company/Organization Name], beginning on [Start Date] and ending on [End Date]. This internship will provide you with an opportunity to work closely with our research team and gain hands-on experience in [specific field/research area].

Your main responsibilities will include:

- Assisting in data collection and analysis.
- Participating in research discussions and meetings.
- Contributing to the preparation of research reports and publications.

This position is [paid/unpaid] and you will be expected to work [number of hours] hours per week. You will report directly to [Supervisor's Name], [Supervisor's Title].

Please confirm your acceptance of this offer by signing and returning this letter by [Deadline Date]. We are looking forward to having you as part of our team.

Best regards,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]

Acceptance:

I, [Candidate's Name], accept the offer of internship as stated above.

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