

# Internship Offer Letter

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to offer you an unpaid internship position at [Company Name] as a [Internship Title]. This internship will provide you with valuable experience in [brief description of role/department], and we are excited to have you as part of our team.

The internship will begin on [Start Date] and will end on [End Date]. You will be expected to work [number of hours] hours per week, [days of the week, if applicable]. Although this is an unpaid position, you will receive [mention any benefits, if applicable, e.g., college credit, training, mentorship, etc.].

Your supervisor during this internship will be [Supervisor's Name and Title]. They will guide you in your projects and provide feedback to ensure you have a meaningful experience.

Please sign and return a copy of this letter by [return date] to confirm your acceptance of this internship offer. If you have any questions, feel free to reach out to us at [contact information].

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]

Accepted by: \_\_\_\_\_

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