

Official Job 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 internship position at [Company/Organization Name] for the [specific internship title] position. This internship will begin on [start date] and is expected to conclude on [end date]. During this period, you will report to [Supervisor's Name] in the [Department Name].

Your responsibilities will include, but are not limited to:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

This internship is [paid/unpaid]. You will be expected to work [number of hours] hours per week. Please confirm your acceptance of this offer by [response deadline].

We are excited about the contribution you will make to our team and look forward to working with you.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]