

Official Employment Offer

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 Name] as a [Internship Title]. Your internship is set to begin on [Start Date] and will conclude on [End Date].

Your responsibilities will include:

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

This internship is a [paid/unpaid] position. If paid, the compensation will be [Insert Amount/Details].

Please confirm your acceptance of this offer by signing and returning this letter by [Response Deadline].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]

Accepted by:

[Intern's Name] _____

Date: _____