



Use the following offer letter template to help you write an internship offer letter.

Your company letterhead
1234 Address St., New York, NY 12345

[Date]

Dear [Candidate],

Congratulations! I'm thrilled to extend an offer for our [role name] internship in our [department name] department at [Company name].

Your start date will be [start date]. On your first day, you will report directly to [manager/supervisor name and title] at [workplace address]. Your internship will take place between the hours of [hours of day, days of week], with a cap at [X number of hours] per week.

[If applicable] We're pleased to offer you a salary of [dollar amount] per [hour, year, etc.].

At [Company name], we pride ourselves on creating informative and rewarding experiences for our interns. That's why you can look forward to receiving:

[list of internship benefits/perks, like 1:] mentorship, learning and development opportunities, or access to company privileges]

To accept this offer, please sign and return this letter by [expiration date]. In the meantime, feel free to reach out with any questions. We look forward to welcoming you to the team!

Sincerely,

[Your signature]

[Your printed name]

[Your job title]

Candidate signature: _____

Candidate printed name: _____

Date: _____

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