

[Insert Company Logo/ Letterhead]

COMPANY NAME

[Company Owner/Role]

[Company Address]

DATE

NAME OF CANDIDATE

[Candidate Address]

Dear [First Name of Candidate],

I hope this letter finds you well.

[Provide a brief introduction about your company and its mission.]

On behalf of [INSERT COMPANY NAME], I am delighted to extend an internship opportunity for you to join our dynamic team. We are excited to offer you the position of [INSERT JOB TITLE & DESCRIPTION]. As a valuable member of our [INSERT TEAM NAME] team, you will report directly to [INSERT HIRING MANAGER NAME].

Your internship with us will commence on [ENTER START DATE]. Since you will be receiving academic credits, you will not receive any compensation or other benefits. [If you want to give the intern financial compensation, include the [COMPENSATION AMOUNT & FREQUENCY].

For this position, you will render [NUMBER OF HOURS] per week starting [START DATE] until [END DATE]. Kindly confirm your acceptance or rejection of this internship offer by [INSERT DATE]. Feel free to reach out to me via email at [INSERT EMAIL] or by phone at [INSERT PHONE NUMBER] if you have any questions or require further clarification.

We are enthusiastic about the prospect of you joining our team and contributing to our shared success. Welcome aboard!

Sincerely,

COMPANY OWNER NAME, POSITION

[INSERT DISCLAIMER AND EQUAL OPPORTUNITY EMPLOYER STATEMENT]