Sample Internship Offer Letter

# COMPANY LETTERHEAD

Company, Inc. 123 A Street, City, State 12345 (812) 111-1111

August 1, 2023

**To:** Archie Eagle (USI Student)

**The Company would like to offer Archie Eagle an internship position.**

**Company Name:** Company, Inc.

**Physical Location of student’s internship**: 123 A Street, City, State 12345

**Number of hours per week**: *Can be described per week, per month or over the internship period*. *Some majors and courses may require a specific number of hours. Some students may be limited by number of hours available for internship work.*  For example: 10 hours per week OR 150 hours over the course of the internship period described below.

**Official offer beginning and ending dates**: *Dates should be within the semester time frame*. For example: August 21 – December 15, 2023

**Job Title**: Marketing Intern

**Job Duties**: *Duties need to be related to the major studied*. For example: Student will assist in web site design/maintenance, social media postings, development of company brochures and other marketing strategies.

**Supervisor contact Information**: Name, phone number and email address.

Should you need further information, please do not hesitate to contact me directly.

Sincerely,

John Smith

John Smith, President

Company