

Your Logo Here

DATE

Dear [NAME],

Congratulations on this new opportunity. We are very excited to offer you an internship role within the [DEPARTMENT] of [COMPANY], starting on [START DATE]. You will be reporting to our [MANAGER'S JOB TITLE], [MANAGER'S NAME].

The terms of this offer of employment are:

- Part-time employment
- X Hours / Week
- Hourly rate of X OR School credit hours

(for unpaid internships) Please note that this is an unpaid position, so you will not receive wages or company sponsored benefits. However, depending on performance, we may be able to offer you a paid position at a future date.

Please don't hesitate to reach out if you have any questions about this position.

We look forward to your continued growth within your education and career and are excited about the impact you'll make at our company.

Sincerely,

HIRING MANAGER NAME
TITLE
COMPANY

Accepted By:

NAME

Date