

[Date]

[Intern Name]

[Intern Address Line 1]

[Intern Address Line 2]

[City, State ZIP Code]

**Subject: Internship Offer Letter**

Dear [Intern Name],

We are pleased to offer you the position of **intern** at [Company Name]. Your internship is scheduled to begin on [Start Date] and end on [End Date]. You will be reporting to [Supervisor Name, Title] at our [Company Location] office.

As an intern, you will receive a stipend of [Stipend Amount] per [week/month], payable in accordance with our company's standard payroll practices. Your internship is considered temporary and does not include employee benefits unless specifically required by law.

Your duties and responsibilities will include:

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

Please note that this offer is contingent upon the successful completion of all pre-employment requirements, including [background check/reference check, if applicable].

We look forward to welcoming you to our team. Kindly sign and return a copy of this letter to confirm your acceptance of this offer.

If you have any questions, please feel free to contact us at [Contact Info].

Sincerely,

**[Employer Name]**

[Designation]

[Company Name]

Accepted By:

\_\_\_\_\_  
[Intern Name]     Date: \_\_\_\_\_