[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Internship Offer Letter

Offering an internship in writing: the role, the duration, the stipend, and the terms.

[DD Month YYYY] **To:** [Intern name]

[Intern address line 1] [Intern address line 2] [Town or city], [Postal code]

Subject: Offer of internship - [Intern role] **Dear** [Intern name]**,**

This letter is an agreement between [Company name] **and** [College or university] **for an internship that carries academic credit.**

We are pleased to offer you an internship as [Intern role] **in** [Department] **at** [Company name]**. You will report to** [Supervisor name]**,** [Supervisor job title]**.**

Academic credit

Item	Detail
College or university	[College or university]
Course and year	[Course and year]
Credits for this internship	[Credits]
Hours per week	[Hours per week]
Academic supervisor	[Academic supervisor name]

Your college will assess this internship for [Credits] **of academic credit. We will send your supervisor a short progress report at the halfway point and a completion report at the end.**

Your internship will start on [Internship start date] **and end on** [Internship end date]**. Your place of work will be** [Place of work]**. Your normal working hours will be** [Working hours]**.**

Your stipend will be [Stipend]**. This internship does not create an employment relationship. On successful completion, we will issue you an internship certificate.**

Acceptance of this offer

Please confirm your acceptance by signing below and returning this letter by [Acceptance due date]**. If we do not hear from you by then, this offer may be withdrawn. We look forward to welcoming you to** [Company name]**.**

Yours sincerely,

[Authorised signatory name] [Authorised signatory job title]

[Company name]

[Contact telephone] [Contact email address]

Acceptance

I, [Intern name]**, accept the offer of internship on the terms set out in this letter.**

Signature: _____ **Name:** _____

Date of acceptance: _____