[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]**,**

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]**.**

Internship summary

Intern role: _____ **Department:** _____

Reports to: _____ **Start date:** _____

Duration: _____ **End date:** _____

Place of work: _____ **Working hours:** _____

Stipend: _____

Work areas: _____

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]**.**

During the internship you will work on [Work areas] **and will be supervised by** [Supervisor name]**. You will be expected to follow our workplace policies, including those on attendance, conduct and confidentiality.**

This internship does not create an employment relationship. On successful completion, we will issue you an internship certificate.

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 slip: detach and return

Detach this slip and return it to [Contact name] **by** [Acceptance due date]**.**

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

Signature: _____ **Name:** _____

Date of acceptance: _____