[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.

Subject: Offer of internship - [Intern role]

Date: [DD Month YYYY] **To:** [Intern name] <[Intern email address]>

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]**.**

Your internship will run from [Internship start date] **to** [Internship end date] **at** [Place of work]**. Your stipend will be** [Stipend]**, and 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.

To accept, please reply to this email 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 If we do not hear from you by then, this offer may be withdrawn.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]**.**

Best regards,

[Authorised signatory name] [Authorised signatory job title]

[Company name]

[Contact telephone] [Contact email address]