[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]**.**

Joining instructions

On your first day, please report to [First day contact] **at** [First day reporting time]**.**

Please bring

Tick	Please bring
	[First document to bring]
	[Second document to bring]
	[Third document to bring]

We will give you your joining kit on arrival: [Joining kit items]**.**

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.**

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 If we do not hear from you by then, this offer may be withdrawn.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: _____