[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.**

Annex A: Confidentiality

1. You must keep confidential all company information you see or hear during the internship, including client details, prices, and plans.

2. You must not share company information outside the company, or use it for any purpose other than your internship work.

3. This duty continues for [Confidentiality period] **after the internship ends.**

By signing below you also accept Annex A as part of this offer.

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 If we do not hear from you by then, this offer may be withdrawn.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 and Annex A on the terms set out in this letter.**

Signature: _____ **Name:** _____

Date of acceptance: _____