# [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]**.**

**Pre-placement offer track**

**This internship carries a pre-placement offer track. If you meet the criteria below, we may offer you a full-time role at the end of the internship.**

**Full-time role on offer:** [Full-time role]

**Starting salary if you convert:** [Starting salary]

**Mid-internship review:** [PPO review date]

**We will assess you on the quality of your work, reliability, and how well you work with the team.**

**A pre-placement offer is not guaranteed: it depends on your performance and on a suitable vacancy.**

**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]**, 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.**

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 If we do not hear from you by then, this offer may be withdrawn.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