[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.

To: [Intern name]

Postal address: [Intern address line 1]**,** [Intern address line 2]**,** [Town or city]**,** [Postal code]

From: [Authorised signatory name]

Date: [DD Month YYYY]

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]**.**

Working remotely

Mode: [Remote working mode]

Tools we use: [Remote working tools]

Core hours (when the team is online): [Core hours]

Equipment: [Equipment provided]

You will join team meetings on [Remote working tools] **and share your work there. Company data must stay in company accounts and must not be stored on personal drives.**

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 If we do not hear from you by then, this offer may be withdrawn.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