[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]

Stipend and payment

Monthly stipend: [Stipend]

Travel allowance: [Travel allowance]

Total per month: [Total monthly stipend]

Paid on: [Stipend payment date] **by** [Payment method].

Subject: Offer of internship - [Intern role] **Dear** [Intern name],

Stipend and payment

Your stipend is set out in the box above. It is paid as shown, by [Payment method].

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 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.**

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 **If we do not hear from you by then, this offer may be withdrawn.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