

[Date]

[Intern's Name]

[Intern's Street Address]

[City, State, Zip Code]

Subject: Internship Offer – [Title of Intern Position]

Dear [Intern's Name],

On behalf of [Organization Name], I am pleased to offer you an internship position within our [Department Name]. Your role as a [Title of Intern Position] will be based at our [Street Address, City, State, ZIP Code] office, and this position is [in-person, hybrid, or remote].

The internship will begin on the first day of the [Semester] [Year] semester and end on the last day of the semester. The duration of the internship may be extended to additional semesters. This [paid/unpaid] opportunity requires [X hours per week] over [number of weeks]. You will report to [Supervisor's Name, Title] in this role.

As an intern, you will be responsible for the following duties:

[List key responsibilities]

Please note that this offer is contingent upon completing [position requirements, e.g., background check]. Should you have any questions regarding this offer or your role, please contact [Contact's Name, Phone Number, and Email Address].

We are excited to welcome you to our team and look forward to your contributions during your internship. Best wishes for a rewarding and successful experience with [Organization Name].

Sincerely,

[Supervisor's Name]

[Supervisor's Title]

[Supervisor's Email Address]

[Supervisor's Phone Number]