

# **SAMPLE EMPLOYER OFFER LETTER**

**(USE COMPANY LETTERHEAD)**

**\*\*Students May Not Work as Independent Contractors\*\***

**All BOLDDED ITEMS ARE REQUIRED**

**Company Name**

Street

City, State Zip

Date

Mr/s. Student

Street address

City, State Zip

Dear Mr/s. Student:

This is to confirm that **(Company Name), (Company's EIN)** is offering you an internship position.

- **Internship Position Title:**
- **Start Date:**
- **End Date:**
- **Hours per Week:**
- **Wage: \$ \_\_\_\_ per hour**
- **Physical Address of intern's assignment:**
- **Internship Manager/Supervisor's Information:**
  - Name and Title**
  - Department**
  - Phone Number**
  - Email Address**
- **Job Description:** ...(Job description must be related to the student's major and include the technical skills required for the position.)

On behalf of the company, I welcome you to **(Company Name)**.

Sincerely,

Supervisor or Hiring Manager

Title