**(PLEASE USE COMPANY LETTERHEAD and Complete all highlighted information below)**

**Company Name**

**Address 1**

**City, State Zip**

**Date:**

**Student Name  
Address**

**City, State Zip**

Dear **Student**:

This is to confirm that **Company Name** is offering you employment in a **Fall/Spring/Summer 201X** Internship. Please find the following confirmation of the specifics of your internship:

Position Title: **XXXXXX (i.e. Intern)**

Start Date: **Month and day, 201X**

End Date: **Month and day, 201X**

Number of Work Hours Per Week: **xx** hours per week

Salary/Stipend: Your salary for the internship will be: **$xx.xx per hour (if applicable)**

Reporting Relationship/Supervisor. For your internship, you will be reporting to:

**Name, Title**

Your supervisor may be contacted byphone **(xxx-xxx-xxxx)** or by email **(xxx@xxx.com).**

Your day-to-day responsibilities will include the following:

• **xxxxxxx**

**• xxxxxxx**

**• xxxxxxx**

**• xxxxxxx**

You will be working in our office at:

**Address**

**City, State zip**

Should you have any questions regarding the specifics of your internship, please contact me by phone (**xxx-xxx-xxxx**) or by email (**xxxx@xxx.com**)

Sincerely,

**Name**

**Title**