

Company Letterhead Stationary with Logo  
Address, Website, Phone Number, Email

Date

Dear [Candidate Name],

[Company name] is excited to offer you the [full-time, part-time, etc.] position of [internship/job title] with an anticipated start date of [start date], contingent upon [background check, drug screening, etc.]. The end date of this experience will be [date coinciding with the end of the semester].

As the [internship/job title], you will be responsible for [brief details of job responsibilities and expectations].

You will report directly to [manager/supervisor name and job title] at [workplace location]. [Supervisor's name] can be reached at [phone and email]. Working hours are from [hours per day, days per week].

The compensation for this position is [dollar amount] per [hour, year, etc.]. Payment is on a [weekly, fortnightly, monthly, etc.] basis by [direct deposit or check], starting on [date of first pay period]. In addition, you will be eligible to receive [discuss additional compensation potential].

Your employment is on a [part-time, full-time, contractual, etc.] basis. This letter is not a contract indicating employment terms or duration.

Please confirm your acceptance of this offer by signing and returning this letter by [job offer expiration date].

Sincerely,

[Company Human Resource Representative Signature]

[Company Representative Printed Name]

[Company Representative Job Title, Phone Number, Email Address]

[Federal EIN Tax ID number]

Candidate Signature: \_\_\_\_\_

Candidate Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_