OFFER LETTER

Internship offer

[Organization] / [address]

[Date] / [candidate]

Dear [Candidate],

We offer you an internship in [department] from [start] to [end].

Your supervisor will be [name / role]. The learning objectives are

[objectives], with duties including [scope of activities].

Work location: [location]. Schedule: [days / hours].

Compensation or stipend: [accurate terms]. Expenses: [policy].

Confidentiality, supervision and applicable policies: [references].

Please confirm acceptance by [date].

Authorized signature: _____ Intern acceptance: _____