



**Guidelines:**

- Letter must be written on company letterhead
- Must include student's name
- Internship position/title (Must indicate specific title followed by Intern (Ex: Management Intern)
- Name & address of company/ sponsoring institution
- Required duties and responsibilities (**required**)
- **Recommended:** Learning Goals of the internship (What the students will learn including knowledge or skills such as communications skills, quantitative analysis, and discipline-specific knowledge.)
- Time period of the internship and hours per week(Not to exceed 40 hours)
- Direct Supervisor & Contact information (Phone & Email)
- Signed by internship manager/administrator/manager

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**Sample Offer letter**

**Company Letter Head**

MM/DD/YYYY

To Whom It May Concern:

We are pleased to offer (Student's name) an internship position as a (Title) with (Company/Sponsoring Institution). The duties will include:

- Job Function/ Responsibility
- Job Function/Responsibility
- Job Function/Responsibility

The learning outcomes of this internship include the following (if applicable):

- Learning outcome
- Learning outcome
- Learning outcome
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The period of this internship is from (time period). The position requires (hours per week). During the internship, (student name) will report to (Direct Supervisors name). S/he can be reached at (contact information/ email/ phone number).

Sincerely,

(Name Signature, position, title, contact information)