

# SAMPLE LETTER FROM EMPLOYER

(Offer letter must be on the employer's letterhead stationary)

Date

To Whom It May Concern:

This is to confirm that (student's name) has been offered a (job title) position at (company's name) under the following terms:

The employment is to last from (start date) through (end date), approximately (number of hours per week) hours per week. The employment site is located at (place of employment).

(Student's name) internship will be with the (department name). Duties will include (description of duties).

Please do not hesitate to contact me with any further inquiries.

Sincerely,

Employer's  
Name