## SAMPLE LETTER

## Sample Company Letter Head with company name, website link, contact email

Student Name:	Signature:
I accept the internship offer described in this letter :	<b>Date:</b>
(Signature of Company Representative, HR, or Supervisor) (Designation of the above)	
Best Wishes,	
Congratulations on your internship!	
Please indicate your acceptance of the internship by signing this Human Resources Department of Sample Company.	s letter and returning it to the
<b>Internship stipend:</b> \$20.00 per hour. No benefits provided. (if unpaid internship)	unpaid, can mention – This is an
<b>Responsibilities:</b> Your duties include (the job details), as well as other duties that may be assigned to you from time to time.	
<b>Supervisor for internship:</b> (Name and Job Title of the supervisor)	sor, with the contact phone/email)
Location for internship: (Address of the place where intern is placed)	
<b>Number of hours:</b> 15 hours per week. You will not work more than 20 hours per week.	
Start date: September 27 <sup>th</sup> , 2010 End date: December 27 <sup>th</sup>	ber 18 <sup>th</sup> , 2010
Internship Title: Accounting Intern	
We are pleased to offer you an internship position at Sample Company for the Fall 2010 semester. Please see below the specifics regarding your internship:	
Dear (student name),	
(Student Name) (Student Address)	
May 15, 2010	
Company address (if not in the letterhead)	