Internship offer letter

[Company name]
[Address]

[Date]

Dear [Candidate first name],

We are excited to offer you a paid internship as [Internship title] on our [team] team for [season and year].

- Dates: [Start date] to [End date] ([___] weeks)
- Supervisor: [Name and title]
- Pay: $[00.00] per hour, paid [every other week]. Overtime at 1.5 times your regular rate applies to hours over 40 in a workweek.
- Hours: [___] hours a week, [days and times]. [Remote / on-site at address / hybrid.]
- What you will work on: [two or three real projects]
- What you will learn: [skills, training, mentoring]
- [School credit: If your school requires paperwork for credit, send it to your supervisor and we will complete it.]

The internship ends on [End date]. It does not include a promise of a permanent job, although we will consider strong interns for open positions.

Please bring documents for Form I-9 on your first day.

Employment with [Company name] is at will. This means that you or the company may end the employment relationship at any time, with or without cause or notice. Nothing in this letter is a contract for a fixed term of employment.

Please sign and return this letter by [deadline date].

Best,

[Name]
[Title]

Acceptance

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I accept this offer on the terms above. I understand that my employment is at will and that this letter is not a contract for any fixed period of employment.

Candidate signature	Date
For the company	Date

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