

[Company Name]

[Company Logo]

[Date]

[Intern Name]

[Intern Address]

[City, State, ZIP]

Dear [Intern Name],

We are pleased to extend an offer for you to join [Company Name] as an intern. Below are the details of the internship:

- **Position:** [Position Name] Intern
- **Start Date:** [Start Date]
- **Projected End Date:** [End Date]
- **Work Schedule:** [Full-time/Part-time] (Based on your availability during the internship period)
- **Pay Rate:** [\$X per hour]
- **Location:** [Company Location]
- **Mode of Internship:** [In-person/Hybrid] (If hybrid, must be at least 40% in person)
- **Employment Status:** You will be a W-2 employee of [Company Name] during the internship period.

Your salary will be calculated based on the actual hours worked each month and paid through our standard payroll system.

Please review the details above and let us know if you have any questions or need further clarification. If you are ready to accept this offer, kindly sign below and return this letter by [acceptance deadline].

We look forward to the opportunity to have you join our team!

Sincerely,

_____ (Company's representative signature)

[Company's representative Name]

[Company's representative Title]

[Company Name]
[Company Address]
[Phone Number]
[Email Address]

Intern Acceptance:

I have decided to accept this offer.

Signature: _____

Date: _____

Print Name: _____

Key Information to Include:

- **Internship Position:** Be sure to clarify that this is an internship role.
- **Start and End Dates:** Include the specific start date and projected end date of the internship.
- **Pay Rate:** Clearly state the hourly pay rate.
- **Location and Mode:** Specify the location of the internship and whether it is in-person, or hybrid. If hybrid, the internship must be at least 40% in person and this needs to be clear on the offer letter.
- **W-2 Employment:** The intern must be a W-2 employee during the internship.