

Internship Offer Letter

Name of Candidate:

Email:

Address of Candidate:

Dear _____ :

We're excited to offer you an internship with the _____. The program shall begin on _____ and shall terminate on _____ with an hourly compensation of _____.

During this period of internship, you shall be reporting to _____. You shall be working from _____ until _____, Monday to Friday. As an intern, you will not be eligible for benefits by the company, other than those of which is mandated by law.

Please note that your successful qualification is still subject to medical tests and background checks.

By accepting this offer and upon start of your work, you may be able to obtain information confidential and proprietary in nature. As such, you acknowledge that the information acquired by you shall remain confidential and shall solely be pused for the benefit of the Company.

This internship does not grant automatic regularized employment to the intern. Upon completion, you shall return any property issued to you by the company, including all document upon successful completion in this program.

Finally, this offer represents the full extent of the agreement, other than recognized company policies and work ethics. This offer supersedes any prior communication and offers about the position. All other offers not stipuated in this offer is not deemed to be impliedly included. However, any changes may be made in writing.

If you have questions about this offer, please give us a call at _____, or send an email to _____. You may review and sign this offer and send it back to us as a form of acceptance. We look forward to having you begin your work with us. Welcome to our team!

Sincerely,

For the Applicant

Name:

Date: