

Date

Name

Address

City, State Zip

Dear **First Name**:

I am very pleased to offer you the position of **Intern** with **Employer**.

In this role you will assist \_\_\_\_\_ with \_\_\_\_\_.

Your position is effective **Date**. We anticipate that your employment covered by this agreement will continue through **Date**. Should both parties deem it agreeable to extend the position, details will be discussed in advance, and to a mutually agreeable outcome. Should **Employer** deem it necessary to discontinue your employment at any time during this period, you will be given a two-week notice.

Your work hours will be **X** hours per week. This is a paid internship and your pay rate will be **\$X**/hour. As this is a temporary position, there are no benefits, paid medical, vacation, or holiday time associated with this position. We look forward to including you in as many team activities and professional development opportunities as possible, and we envision that your internship experience will be both rewarding and beneficial in many ways.

Please sign this letter below indicating your acceptance of this position and return to me. Enclosed is a copy for your records. We are delighted that you are joining our team and know that you will be a valuable employee.

Sincerely,

Name, Title

Employer

I accept the terms as stated above

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

CC: **Human Resources**  
**Finance**