**[Official Company Letterhead Required]**

[Date]

[Student Name]

[Student Street Address]

[Student City, St, ZIP]

Dear [Student Name]

We are pleased to offer you [Internship/Job Position] with [Company Name]. Please find the following confirmation of the specifics of your position:

 **Start Date:**

 **End Date:**

 **Part-time/Full-time:**

 **Number of Work Hours Per Week:**

 **Annual Salary:**

 **Office Location:**

 **Office Phone Number:**

You will be reporting to [Supervisor name] who can be contacted by phone at [Supervisor Phone Number] or by email at [Supervisor Email Address].

Your role and day-to-day responsibilities will include the following: [Job Description/Duties] *(if the student is working remotely, please state this and provide details on how he or she is being supervised)*

Should you have any questions regarding the specifics of your position, please contact me by phone at [Internship Coordinator/HR Representative Phone Number] or by email at [Internship Coordinator/HR Representative Email Address].

Sincerely,

[Signature of the responsible individual in the company]

[Name and title of responsible individual in the company]

[Company name]