

Sample Internship Offer Letter - F-1 Curricular Practical Training

Example, Inc.

On Company Letterhead/Stationary

Date:

To: Student Name

The Example Corporation would like to offer (*student's name here*) an internship position. Please find the following confirmation of the specifics of your internship:

Position title: Marketing Intern

Office physical location: 1234 Main Street, Tampa, FL 33606

(If position will be remote, please also indicate this in the letter in addition to physical location)

Number of hours worked per week: 20

Official offer beginning and ending dates: May 5, 2012 – August 20, 2012

Reporting Relationship/Supervisor: You will be reporting to John Smith, Department Supervisor of Example, Inc. Mr. Smith may be contacted by phone (xxx-xxx-xxxx) or by email (example@example.com).

Job duties: Student will assist in Web design/maintenance, development of online company brochures, and development of marketing strategies.

Should you need further information, please do not hesitate to contact me directly.

Sincerely,

Jane Doe
Internship Coordinator, Human Resources
Best Company, Inc.