

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Subject: Offer of Internship

Dear [Candidate Name],

We are pleased to offer you a fixed-term internship at [Company Name]. We were impressed with your credentials and believe you will be a valuable addition to our [Department Name] team.

Internship Details:

- **Position Title:** [Internship Role Name]
- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Supervisor:** [Supervisor Name/Title]
- **Location:** [Office Address/Remote]

Compensation:

You will receive a stipend/hourly rate of [Amount] payable on [Payment Schedule, e.g., a monthly basis]. This position is a temporary internship and does not qualify for company benefits such as health insurance or paid time off, unless required by law.

Terms of Internship:

This is a fixed-term contract. Your internship will automatically terminate on the End Date specified above unless extended in writing by the company. This internship is "at-will," meaning either you or the company may terminate the relationship at any time, with or without cause.

Confidentiality:

During your internship, you may have access to confidential information. By accepting this offer, you agree to maintain the confidentiality of all proprietary company data and trade secrets.

Please confirm your acceptance of this offer by signing and returning this letter by [Deadline Date].

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

I, [Candidate Name], accept the internship offer as outlined above.

Signature: _____ Date: _____