

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

[Date]

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

**Subject: Offer of Summer Internship**

Dear [Intern Name],

We are pleased to offer you a temporary position as a Summer Intern at [Company Name]. We were impressed with your credentials and believe you will be a valuable addition to our [Department Name] team.

**Internship Details:**

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Position Title:** [Internship Title]
- **Reporting Manager:** [Manager Name/Title]
- **Compensation:** \$[Amount] per [Hour/Month]
- **Work Schedule:** [Hours per week/Shift details]

As a temporary intern, you will be responsible for [Brief description of primary task or project]. Please note that this is a temporary educational internship and does not guarantee permanent employment upon completion.

This offer is contingent upon [Background check/Drug screen/Proof of eligibility to work].

To accept this offer, please sign and return this letter by [Deadline Date].

We look forward to having you join us this summer.

Sincerely,

[Sender Name]  
[Sender Title]

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**Acceptance:**

I accept the offer of a summer internship as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_