Sample Internship Offer Letter

 Dear:

 On behalf of (the “Company”), I am pleased to extend to you this offer of temporary employment as an Intern, reporting to . If you accept this offer, you will begin your internship with the Company on and will be expected to work \_ \_ \_ \_ per week.

 You will be paid per hour, less all applicable taxes and withholdings, payable . As an intern, you will be receiving “temporary employment” status. As a temporary employee, you will not receive any of the employee benefits that regular Company employees receive, including, but not limited to, health insurance, vacation or sick pay, paid holidays, or participation in the Company’s 401(k) plan.

 Your internship is expected to end on . However, your internship with the Company is “at-will,” which means that either you or the Company may terminate your internship at any time, with or without cause and with or without notice.

 During your employment, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of employment, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment. This letter sets forth the complete offer we are extending to you, and supersedes and replaces any prior inconsistent statements or discussions. It may be changed only by a subsequent written agreement.

 I hope that your association with the Company will be successful and rewarding. Please indicate your acceptance of this offer by signing below and returning it to . If you have any questions, please contact do not hesitate to contact me.

 **Very truly yours,**