

Dear [*candidate*],

We are pleased to offer you the position of [*internship position name*]and welcome you to [*organization* ]. Among all of our applicants, we believe you will be a great addition to the team. This Internship will begin on [*internship start date*]and run until [*internship end date*].

As a reminder, your role in this internship will be primarily focused on [*primary internship role*]*,* and will include additional experiences and responsibilities such as:

* [*internship responsibility job description*]
* [*internship responsibility job description*]
* [*internship responsibility job description*]

Starting on [*internship start date*], your hours will generally be from [*starting time*] to [*ending time*], on [*days of week*]. This internship is [*onsite or remote]*, at our offices at [*office address*]. When you arrive, [*instruction for arriving at the correct office*], ask for [*internship supervisor*] who will provide you with information you need to begin.

For your work at [*organization name*], you will be paid [*rate or stipend amount/ frequency*]. In order to enter you into our payroll system, please bring [*requirements for being paid*]. More information regarding pay periods and payment will be provided on your first day. Additionally, you will also receive [*non-monetary employee benefits*].

Once again, we are excited for you to begin working with us. Please feel free to email me with any questions you have before starting.

Sincerely,