**Sample Marketing Intern Offer Letter**

|  |
| --- |
| **Dear Candidate:**  We are pleased to confirm you have been selected to work for [ company/org. name ] as "marketing intern".  [Dear Salutation](https://jobdescriptionsandduties.com/career-advice/dear-salutation-for-business-letters/)  **Responsibilities are to:**  - Develop student-oriented marketing efforts - Generate creative, sustainable marketing strategies that increase student attendance - Measure effectiveness of marketing efforts; adjusting as necessary - Analyze data; preparing reports on marketing results - Study the context of student-oriented marketing efforts within the larger landscape of marketing for the broader audience - Forecast budget needs for student-oriented marketing efforts - Manage existing resources carefully - Prepare final report on marketing efforts; making recommendations for future actions  [Employee Duties](https://jobdescriptionsandduties.com/career-advice/employee-duties/)  **Financial Offer:**  A) [ basic salary ]: the offered marketing intern position is at a [ salary/wage ]... of [ salary/rate per hour ] per [ period in year/month/ week or hour ]. B) [ compensations and benefits ]: your position compensations and benefits are: [ group insurance, dental care, health care, and transportation ],  [Proposing a Wage for a Candidate](https://jobdescriptionsandduties.com/career-advice/proposing-a-wage-for-a-candidate/) | [Compensation and Benefits](https://jobdescriptionsandduties.com/career-advice/compensation-and-benefits/)  **Further information about the work:**  A) [ reporting ]: you will report to [ supervisor job title ] B) [ work hours ]: your working hours will start from [ start of working day time ] till [ end of working day time ] C) [ vacations ]: your vacation is 2 days per week  We are delighted to send you this offer to be approved and signed from you in order to start the job from [ starting date ].  We look forward to join our company in order to work with you  Sincerely, [ Recruiter signature ] |