

December XX, 2023

Mr. / Ms. XXXXXXXXXX

(Address)

(City)

INTERNSHIP OFFER

Mr. / Ms. XXXXXXXXXX

It is our great pleasure to offer you an internship for the position of (Position Name) at (Company Name). By joining our company, you will be part of a dedicated team that works together to provide our customers with the highest quality product and the best level of service possible.

The following describes the terms of the internship and our terms and conditions of engagement, which you must agree to as a condition of your engagement by (Company Name). This offer is also contingent upon successful completion of a background check, which must be completed prior to your start date (as outlined below).

Position

XXXXXXXXXXXX

Start Date

XXXXXXXXXXXX

End Date:

XXXXXXXXXXXX

Your position will be located at (address of job site). The standard workday at (Company Name) is (work schedule). However, depending on the needs of the business, you may be asked to start earlier or leave later, depending on workload priorities and deadlines. The standard work week is (Number of hours per week) hours.

Compensation

Your hourly rate will be (Intern's hourly rate) and you will be paid bi-weekly, less standard payroll deductions, by direct deposit. Overtime must be approved in advance by the supervisor or it will not be paid.

Company Initials: Employee's initials:

Vacation

You will be entitled to vacation pay accruing at 4%, payable after your internship or modified if you are offered a permanent position.

This internship offer is contingent upon the following:

1. Standard Internship Contracts

If you accept an internship with (Company Name), you will be subject to and regulated by our standard confidentiality and non-solicitation agreements. In addition, you will be subject to all policies and procedures generally applicable to all employees of (Company Name), as these may be amended from time to time. Nothing in this letter supersedes the applicable regulations, policies and procedures of (Company Name).

Please indicate your acceptance of our offer by signing below and returning a copy of the letter with your signature. If you have any questions, please feel free to contact me directly at (Phone number).

We look forward to having you on our team and are confident that you will find this opportunity both challenging and rewarding.

Sincerely,

(Signature of manager)

Name of manager

Position

I have read and understand the provisions of this internship offer and accept the above conditional offer of internship.

(Signature of intern)

Name of Intern