



# ITU

International Technological University

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## Sample Offer Letter for Internship Providers

*The offer letter issued by the internship provider must be typed and printed on that organization's letterhead. It must also be signed by an authorized representative of the organization, such as a Human Resources officer.*

<Today's date>

Dear <Student's name>,  
<ITU student ID number>  
<Student's address>  
E-verify or EIN #: <E-verify or EIN number>

This letter confirms that you have been offered a position of <internship title> with <name of internship provider>. This is a <paid/unpaid> position for which you will receive <rate of pay/"no compensation">.

Your position will begin on <trimester start date> and end on <trimester end date>. During this period, you will report to <name and title of supervisor> at <internship provider address>. The contact information for this person is <official e-mail address of supervisor>.\*

\* If the internship provider is a staffing agency, add the following paragraph:

During the afore mentioned period, you will be subcontracted by <name and physical location of client company>, and you will report to <name and title of supervisor at client company>. The contact information for this person is <official e-mail address of supervisor at client company>.

<In a few lines, provide a brief description of the internship provider's organization> (If subcontracted, include description of both staffing agency and client company).

As a(n) <internship title>, you will perform the following duties for <hours per week>:

<List specific duties here>

This opportunity is offered in conjunction with your graduate program at International Technological University in the field of <student's degree program>. Through this opportunity, you will:

<List three (3) specific goals and objectives here, including the knowledge and skills the student will gain through this opportunity that relate to the degree program>

<Name of internship provider> affirms that this position and duties to be performed are supplemental to our current staffing and will not replace or replicate an existing or vacant position. If you have any questions, please contact me at <phone/e-mail>.

<Signature>  
<Authorized representative's name and title>