

Internship Offer Letter Outline

1. Company Header

- Company Name
- Company Address
- Date

2. Candidate Information

- Internâ€™s Full Name
- Internâ€™s Address

3. Opening/Salutation

Dear [Internâ€™s Name],

4. Position Details

- Position/Title
- Department or Team
- Reporting Manager/Supervisor

5. Internship Duration

- Start and End Dates
- Working Hours/Schedule

6. Compensation and Benefits

- Stipend/Salary (if any)
- Other Benefits

7. Duties and Responsibilities

- Summary of Work Expected

8. Confidentiality and Policies

- Confidentiality Clause
- Relevant Company Policies

9. Acceptance Instructions

- How to Accept the Offer
- Deadline for Acceptance

10. Closing

Sincerely,

[HR/Manager Name]

[Title]

[Company Name]