

Internship Offer Letter from Company to College

From,
Hiroko Potter
P.O. Box 887 2508 Dolor. Av.
Muskegon KY 12482
(314) 244-6306

Date: 08-08-2008

To,
Forrest Ray
191-103 Integer Rd.
Corona New Mexico 08219

Subject - Internship offer letter

Dear Forrest Ray,

We, at Hiroko Potter, are extremely delighted to inform you that you have been selected for an educational internship program conducted by our company. Please consider this as an official offer letter to work as a {mention the position in the company}. You will be reporting to your supervisor {Name of the person} at {address of the office}. Our Dean has already approved your internship with us.

As it is an educational program, it is unpaid. However, as far as other benefits are concerned, you will definitely get them. Details of those alternative benefits will be mailed to you shortly. In light of the designation, your tasks and duties will involve {mention the details}. Your internship program will commence from {date of starting} and will continue till {end date}. We would like you to please review this letter, sign it and return it via mail before {date}. We would like to congratulate you and welcome to our team. Hope it would be nice working with you.

Sincerely,
{Signature}
Hiroko Potter
{Name of the company}
{Address}
{Contact Number}

