Internship offer letter

Editable sample letter: replace the details with your own records before signing

Dear [candidate],
We invite you to join [organisation] as an intern from [start date] to [end date], supervised by [name and role].
Learning scope: [agreed activities]. Work location and hours: [details]. Stipend and payment schedule: [amount and dates].
Confidentiality, equipment, leave and early-termination arrangements must be agreed in the attached terms. This letter does not promise later employment.
Please accept by [date].
[Authorised signature]
[Candidate acceptance]