

## **SAMPLE OFFER LETTER FOR INTERNATIONAL STUDENT INTERNS**

(Letter should appear on company letterhead)

Company Name  
Street Address  
City, State Zip Code

Today's Date

Dear **(student name)**:

We are pleased to offer you a position as a **(intern's title)** at **(company name)**. Please see the below details for further information regarding the offer:

- Start date of internship
- End date of internship
- Location of the internship (site name and address)
- Name and title of internship supervisor
- A brief description of the internship project and duties

Sincerely,

**(intern supervisor name)**

Title, Department  
Location/Mailing Address  
Telephone number  
Email address

*Please note: international students are not allowed to intern more than 20 hours per week during fall and spring semesters; nor during their final semester of their academic program. As long as summer is not the final semester resulting in graduation, international students are allowed up to 40 hours per week during summer sessions.*