Sample Letter from Employer with Guidelines

Guidelines

- Letter must be on company letterhead
- Student’s name
- Internship position title
- Name/Address of sponsoring institution/program
- Required duties and responsibilities
- Time period and number of hours per week
- Direct supervisor name/title/contact information (phone and e-mail)
- Signed by director/manager/administrator of sponsoring institution

Sample Letter

COMPANY LETTERHEAD

MM/DD/YYYY

To Whom It May Concern,

We are pleased to offer (name of student) an internship position as (title) with (sponsoring institution), (mailing address). The duties and responsibilities include:

- List of duties and responsibilities
- List of duties and responsibilities
- List of duties and responsibilities
- List of duties and responsibilities

The period of this internship is (time period). The position requires (number of hours per week). During this internship, you will report directly to (name of direct internship supervisor), (title). S/he can be contacted at (contact information).

Sincerely,

(Name and signature of director/manager/administrator of sponsoring institution)