

Information needed on the offer letter, please use host organization letterhead:

[Date]

[Intern Name]

[Intern Address]

Key Information to Include:

- **Internship Position:** Be sure to clarify that this is an internship role.
- **Start and End Dates:** Include the specific start date and projected end date of the internship.
- **Pay Rate:** Clearly state the hourly pay rate.
- **Location and Mode:** Specify the location of the internship and whether it is in-person, or hybrid. If hybrid, the internship must be at least 40% in person and this needs to be clear on the offer letter with the working schedule.
- **W-2 Employment:** The intern must be a W-2 employee during the internship.

_____ (Company's representative signature)

[Company's representative Name]

[Company's representative Title]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]

Intern Acceptance:

Signature: _____

Date: _____

Print Name: _____