

University of Maine at Farmington

Sample Letter of Offer for Employers

[Must be on Organization Letterhead]

[Date]

[Student Name]

[Student Address]

[Student City, State, Zipcode]

Dear [Student Name],

We are pleased that you will be joining [Organization Name]. Please find the following confirmation and details regarding your internship:

Start Date: [MM/DD/YYYY]

End Date: [MM/DD/YYYY]

Number of Hours/Week:

Total Number of Weeks:

Compensation (if applicable): [hourly rate or total salary]

Job Title:

Intern Responsibilities: [please list specific responsibilities, projects and/or assignments. You may attach a job description, if preferred]

Training and Supervision: [please describe how student will be supervised and/or trained]

Physical Address of Employment Location:

Supervisor Phone:

Supervisor Email:

Sincerely,

[Supervisor Signature]

[Supervisor Name]

[Supervisor Title]