



## Internship Offer Letter

**Name of Candidate**

**Email**

**Address of Candidate**



Dear \_\_\_\_\_:

We're excited to offer you an internship with the \_\_\_\_\_. The program shall begin on \_\_\_\_\_ and shall terminate on \_\_\_\_\_ with an hourly compensation of \_\_\_\_\_.

During this period of internship, you shall be reporting to \_\_\_\_\_. You shall be working from \_\_\_\_\_ until \_\_\_\_\_, Monday to Friday. As an intern, you will not be eligible for benefits by the company, other than those of which is mandated by law.

Please note that your successful qualification is still subject to medical tests and background checks.

By accepting this offer and upon start of your work, you may be able to obtain information confidential and proprietary in nature. As such, you acknowledge that the information acquired by you shall remain confidential and shall solely be used for the benefit of the Company.

This internship does not grant automatic regularized employment to the intern. Upon completion, you shall return any property issued to you by the company, including all document upon successful completion in this program.

Finally, this offer represents the full extent of the agreement, other than recognized company policies and work ethics. This offer supersedes any prior communication and offers about the position. All other offers not stipulated in this offer is not deemed to be impliedly included. However, any changes may be made in writing.

If you have questions about this offer, please give us a call at \_\_\_\_\_, or send an email to \_\_\_\_\_. You may review and sign this offer and send it back to us as a form of acceptance. We look forward to having you begin your work with us. Welcome to our team!

Sincerely,

**Applicant's Signature**

**Date Signed**

\_\_\_\_\_



This document is a PDF copy of **Internship Offer Letter** template. You can edit it with **Jotform Sign** and convert to an eSign document with **Jotform Sign**.



## Learn More About Jotform PDF Products

Jotform offers powerful PDF solutions. Check them out below.

### Jotform PDF Editor

Turn form submissions into PDFs automatically ready to download or save for your records.

[jotform.com/products/pdf-editor/](https://jotform.com/products/pdf-editor/)



### Smart PDF Forms

Convert your PDF files into online forms that are easy to fill out on any device.

[jotform.com/products/smart-pdf-forms/](https://jotform.com/products/smart-pdf-forms/)



### Jotform Sign

Collect e-signatures with Jotform Sign to automate your signing process.

[jotform.com/products/sign/](https://jotform.com/products/sign/)



These templates are suggested forms only. If you're using a form as a contract, or to gather personal (or personal health) info, or for some other purpose with legal implications, we recommend that you do your homework to ensure you are complying with applicable laws and that you consult an attorney before relying on any particular form.