

# Internship Offer Letter Template

**PLEASE NOTE:**

Internship offer letters must be on letterhead and include the company's name and full address. A new letter must be submitted for each semester.

As per the nature of internships, annual salary amounts may not be submitted and students cannot receive benefits as part of their internship program.

Company Full Address  
Company Telephone Number  
Company Email

Date

Dear **Student Name**,

Company Name is pleased to offer you an internship educational opportunity at our Company Address facility/site. The internship details are as follows:

**Supervisor Name:**  
**Supervisor Email:**  
**Supervisor Telephone Number:**  
**Internship Start Date:**  
**Internship End Date:**  
**Number of Hours Per Week:**  
**Paid or Unpaid: Yes/No**  
**Hourly Rate:**  
**Job Duties / Responsibilities:**

In addition, it is our understanding that you will be authorized to accept this employment under U.S. Citizenship & Immigration Services (USCIS) regulations governing non-immigrant students. I certify that this position is not meant to be long-term employment for you but an internship position to be performed within the regular class dates of the semester. Furthermore, I understand that should we wish to pursue permanent employment for you, there are viable options to easily achieve this (Optional Practical Training and H-1B visa).

Finally, we understand that there is a certain amount of time – approximately two and a half weeks -- needed to process your CPT request with Old Dominion and that you may not report to our company/organization until you have received your visa document with the CPT authorization on it.

Sincerely,

[signature]  
Company Official