

# Sample Offer Letter for Academic Training Authorization

## **Company Letterhead with name and address of employer**

January 1, 2017

Ms. Mary Smith  
Brandeis University  
Waltham, MA 02454

Dear Mary,

We are very pleased to offer you position this summer as an Intern with XYZ Company. Please find the following confirmation of the specifics regarding your internship:

Start Date: January 17, 2017

End Date: May 12, 2017

Number of Work Hours Per Week: 20 hours per week

Salary/Stipend/Benefits: Your salary for the internship will be \$18.00 per hour.

Supervisor's name and address: You will be reporting to John Mockler, President of XYZ Company, Inc. 100 South Street, Waltham, MA 02454

Goals/Objectives: Your day-to-day responsibilities will include the following:

- Developing online marketing elements including videos and slideshows
- Creating sales presentations and demo surveys for prospective clients
- Working with senior management to source and analyze deals

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Office Location: You will be located in our branch office at 100 South Street, Waltham, MA 02454.

Should you have any questions concerning the specifics of this internship please contact me at (781) 123-4567.

Sincerely,

*John Mockler*

John Mockler  
President, XYZ Company, Inc.