

SAMPLE OFFER LETTER – INDUSTRY POSITIONS ONLY
MUST be printed on Company/Organization Letterhead

Current Date

Student's Full Name

Current Address

Dear: Student's name

We are pleased to offer you the position of Intern with **XYZ, Inc.** Please find below the following specifics of your internship:

- **Position Title:**
- **Start Date:**
- **End Date:**
- **Number of Work Hours Per Week:**
- **Work Location: (student's current address if remote)**

Internship Responsibilities: brief description, no proprietary or specific project details required.

Reporting Supervisor Name and contact information: You will report to **First/Last Name, Director of XXX**, who can be reached at **name@email.com**, or by phone at **555-123-4567**

Secondary Company Contact: Your secondary company contact is **First/Last Name, Title**, who can be reached at **name@email.com**, or by phone at **555-321-7654**

Letter Signature:

Name, Title of Signatory

Details of this sample letter satisfy both the INI Internship and CPT authorization approval requirements. If the initial offer letter doesn't contain all items identified in this sample letter, a supplemental letter will be needed. Contact ini-internship@andrew.cmu.edu if you have any questions.

Highlight, underline or circle the details listed above before uploading offer letters for review.