

Employer Letter Template

Students pursuing a master's degree in the Information Networking Institute (INI) with a 20-month duration period must complete a summer internship as part of the program requirements. Failure to do so either by not obtaining an internship, by not obtaining an acceptable position, or by not obtaining an internship summary from their company supervisor upon completion of the internship allowing a grade of "Pass" to be entered in their academic record will result in the student not graduating from their program of study.

As a first step of employment, all INI students in the 20-month program must obtain a suitable offer letter containing the following information:

- Number of hours per week OR if the job is full or part-time
- Work address with zip code (this is the address where the student will report for work)
- Start and end-date of employment
- Job title and brief position description
- * Supervisor's name and contact information
- * A secondary contact within the company

Example of how the letter should be formatted, please provide them with the following template:

To be printed on company letterhead

Student Name & Address

Dear **STUDENT NAME**,

COMPANY NAME is pleased to offer you an **INTERNSHIPSHIP/PRACTICUM**, with the following terms:

Start and end dates: _____ to _____
mm/dd/yyyy *mm/dd/yyyy*

Number of hours per week: _____ OR please check one: **Part-time** **Full-Time**

Work location address (street address, city, state, zip code): _____

Job Title: _____

Brief Description of Position/Responsibilities: _____

NAME OF INTERN'S SUPERVISOR: _____

SUPERVISOR'S PHONE/EMAIL: _____

SECONDARY COMPANY CONTACT (Name/Phone/Email): _____

Sincerely,

SIGNATURE
TITLE