Sample Offer Letter: SUMMER SESSION
For employers taking International interns during the summer session

(Letter should appear on company letterhead)

Company Name
Street Address
City, State, Zip Code

Today's Date

Director, Office of Internships and Experiential Education
University at Buffalo, School of Management
308 Alfiero Center
Buffalo, NY 14260
(716) 645-3233

Dear Director:

We are pleased to confirm that we have offered a summer _____ (insert year) internship to __________________ (student full name).

__________________ (student first name) will begin his/her internship experience with our company on ____________ (start date: month, day, year) and will complete his project on or before ____________ (end date: month, day, year).

__________________ (student first name) will be expected to work no more than 40 hours per week.

_________________ (supervisor name) will mentor and evaluate his/her (choose one) work.

Please contact me if you have any questions.

Sincerely,

Employer Representative (Intern Supervisor preferred; HR accepted)
Title, Department
Telephone number
Email address