

*Sample Employer Offer Letter - Eligible for F-1 Curricular Practical Training Authorization*

**Company/Organization Letterhead Stationary**

November 15, 2015

Ms. Mary Student  
Hope College  
Holland, MI 49423

Dear Mary,

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

Position Title: Summer Intern

Start Date: June 1, 2016

End Date: August 16, 2016

Number of Work Hours Per Week: 20 hours per week

Salary/Stipend: Your salary for the internship will be \$15.00 per hour

Reporting Relationship/Supervisor: You will be reporting to John Smith, Managing Director of XYZ, Inc. Mr. Smith's may be contacted by phone (xxx-xxx-xxxx) or by email ([jsmith@xyz.com](mailto:jsmith@xyz.com)).

Internship Responsibilities: Your day-to-day responsibilities will include the following:

- Developing online marketing resources (webpages, videos, slideshows) for products
- Create sales presentations and surveys for prospective clients
- Work with department managers to analyze marketing resource effectiveness
- Attend weekly working group staff meetings

Office Location: You will be working in our branch office at 100 Main Street, Cambridge, MA 02139.

Should you have any questions regarding the specifics of your internship, please contact me by phone (xxx-xxx-xxxx) or by email (xxxx@xyz.com).

Sincerely,

Susan Smith  
Internship Coordinator, Human Resources  
XYZ, Inc.