

Brandeis University Sample Employment Offer Letter

[Organization Letterhead]

[Date]

[Student Name]

Brandeis University
415 South Street
Waltham, MA 02454

Dear [Student Name],

We are pleased that you will be joining [Organization Name]. Please find the following confirmation and details regarding your internship:

Start Date: [MM/DD/YYYY]

End Date: [MM/DD/YYYY]

Number of Hours per Week:

Compensation (if applicable):

Job/Internship Title:

Intern Responsibilities: [please enumerate specific responsibilities, projects and/or assignments. You may attach a job description, if preferred]

Physical address of the employment location (street, city, state, and zip code):

Supervisor Name:

Sincerely,

[Supervisor or Hiring Authority Name, Title, and Signature]