

# Brandeis University

## Sample Letter of Offer for Employers

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### [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/Week:**

**Total Number of Weeks:**

**Compensation (if applicable):**

**Training and Supervision:** [please describe how student will be supervised and/or trained]

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

**Office Location:**

**Supervisor Phone:**

**Supervisor Email:**

Sincerely,  
[Supervisor Name] [Supervisor Signature]  
[Supervisor Title]