

# Brandeis University

## Sample Letter of Offer for Academic Training Authorization

---

### [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:**

**Salary/Stipend/Benefits:**

**Supervisor's name and address:**

**Goals/Objectives:** [please enumerate specific objectives, goals from projects and/or assignments.]

**Office Location:**

**Supervisor Phone:**

**Supervisor Email:**

Sincerely,

[Supervisor Name]

[Supervisor Title]