

[Company Letter Head]

<<Date>>

«AddressBlock»

Subject: Summer Internship

«GreetingLine»

We are pleased to offer you employment at <<Company (xxx)>>. We feel that your background and enthusiasm will be valuable assets to our team.

The position is summer intern 2010 in the Department of Bio-molecular Engineering. Your immediate supervisor will be <<Instructor>>, <<title>>. The position is part time, approximately 20 hours per week and the salary is \$xx.xx / hour.

Your starting date will be determined after we meet on <<day, date and time>> at <<place>> for orientation. During this meeting we will complete work forms, contracts and review the laboratory work area and safety procedures.

If you choose to accept this offer, please sign the second copy of this letter in the space provided and bring it with you to the meeting along with any work papers, social security number and any medical or medication requirements.

We look forward to welcoming you as a new employee at <<Company>>.

Best regards,

<<Company CEO / Instructor>>

<<Company title>>

cc. <<school principal>>

I accept: