



Sample Job Offer Letter

Best Company, Inc.

201 Mullica Hill Road, NJ 08028

(Tel) (856) 000-0000

(Fax) (856) 111-1111

Date:

To: Rowan University International Center

The Best Company Corporation would like to offer (student's name here) an internship position. Below is the information you requested about the position and our company:

Company Name: Best Company, Inc.

Physical location of student's job: 201 Mullica Hill Road, NJ 08028

Number of hours worked per week: 40

Official offer beginning and ending dates: May 5, 2016 – August 20, 2016

Job title: Marketing Intern

Job duties: Student will assist in Web site design/maintenance, development of company brochures, and development of marketing strategies.

Should you need further information, please do not hesitate to contact me directly.

Sincerely,

John Smith
President
Best Company, Inc.