Hiring Manager or Human Resource Staff Name,

Staff Job Title

Organization

Address

Email

Phone Number

Candidate’s Name,

**Full-time Unpaid option**

Congratulations, we are pleased to offer you the *<insert INTERNSHIP POSITION TITLE>* at *<insert ORGANIZATION NAME>,* an entity in the *<insert SECTOR – public/Non-for-Profit>* sector. This internship will be FULL TIME and will be UNPAID. This internship will last from *<insert START DATE (Month, Day, Year)>* to *<insert END DATE>* and you will work *<insert AMOUNT OF WEEKLY HOURS>* hours per week.

In this role, *<insert A SHORT SUMMARY OF YOUR MAIN RESPONSIBILITIES/DELIVERABLES>*

*<Insert Signature>*

**Full-time ‘underfunded’ option**

Congratulations, we are pleased to offer you the *<insert INTERNSHIP POSITION TITLE>* at *<insert ORGANIZATION NAME>*, an entity in the <*insert SECTOR – public/Non-for-Profit>* sector. This internship will be FULL TIME and will be offer *<insert MONETARY COMPENSATION>.* This internship will last from *<insert START DATE>* to *<insert END DATE>* and you will work *<insert AMOUNT OF WEEKLY HOURS>* hours per week.

In this role, *<insert A SHORT SUMMARY OF YOUR MAIN RESPONSIBILITIES/DELIVERABLES>*

*<Insert Signature>*

**Part-time Unpaid option**

Congratulations, we are pleased to offer you the *<insert INTERNSHIP POSITION TITLE>* at <insert ORGANIZATION NAME> , an entity in the <insert SECTOR – public/Non-for-Profit> sector. This internship will be PART TIME and will be UNPAID. This internship will last from <insert START DATE> to <insert END DATE> and you will work <insert AMOUNT OF WEEKLY HOURS (has to be betw> hours per week.

In this role, *<insert A SHORT SUMMARY OF YOUR MAIN RESPONSIBILITIES/DELIVERABLES>*

*<Insert Signature>*