

Sample Job Offer Letter

Best Company, Inc.
1553 Job Street, Ann Arbor, AL 36265
(Tel) (734) 000-0000 (Fax) (734) 111-1111

Date:

To: Jacksonville State University – International Program

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: 1553 Job Street, Ann Arbor, AL 36265

Number of hours worked per week: 40

Official offer beginning and ending dates: May 5, 2017 – August 20, 2017

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.