**INTERNSHIP LETTER**

*\*\*\*\* (****must be on Company letterhead****)* \*\*\*\*

*NAME OF COMPANY*

*ADDRESS OF COMPANY*

***DATE***

Tina Vance Knight, Director

Career and Professional Development Center

Penn State Abington College

1600 Woodland Road

Abington, PA 19001

Student Name

Student ID#

Dear Ms. Knight,

(For all bolded, underlined phrases please replace with specific information) This letter serves as official notice that we have offered ***Student Name*** an internship position for the ***Fall/Spring/Summer YEAR semester***. The position will be structured to accommodate receiving ***3 credits***. The internship will begin ***DATE*** and last ***NUMBER of Weeks*** totaling ***200 hours***.

Duties will focus on the following (list all related activities):

 ***Job Duty #1***

***Job Duties #2, 3, etc.***

If you have any questions pertaining to the internship position, please do not hesitate to call me at ***employer phone number***.

By signing here, I also certify that I am not a parent or guardian of this student intern.

Sincerely,

***Supervisor’s signature***

***Supervisor’s Name***

***Title***

***E-Mail***

***Phone Number***