SAMPLE EMPLOYER LETTER

**(Letter must be written on company letterhead)**

**\*For all bolded, underlined phrases please replace with specific information\***

**Date**

Should you have any questions or concerns throughout the semester, please contact:

Mr. Joe Oakes, IST Associate Teaching Professor & IST/Computer Science/CyberSecurity Program Chair

Faculty Internship Supervisor: jxo19@psu.edu or 267.633.3316

Amanda Mallon, Assistant Director, Career & Professional Development

Internship Counselor: azm7@psu.edu or 215.881.7511

**Student Name**

**Student ID#**

Dear Mr. Oakes & Ms. Mallon:

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 1 credit. The internship will begin on **date** and end on **date**, totaling 300 hours.

Duties will focus on the following (list all information sciences & technology related activities):

**Job Duty #1**

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

**Learning Objectives**

If you have any questions pertaining to the internship position, please do not hesitate to contact me at **employer phone number and/or email address**.

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**

**Email**

**Phone Number**