SAMPLE EMPLOYER LETTER

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

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

**Date**

Penn State Abington Corporate Communication Internship Contacts:

Dr. Melvin Gupton | Program Chair, Corporate Communication | mxg1058@psu.edu

Career and Professional Development | internships-ab@psu.edu | 215.881.7393

**Student Name**

Dear Dr. Gupton & CPD Staff:

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 on **date** and end on **date**, totaling at least 135 hours.

Duties will focus on the following (list all Corporate Communications 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**