



Student Offer Letter Sample

The letter serves as only as a sample of what an offer letter can encompass:

[Insert Company Logo Here]

[Date]

[Student's Name]
[345 Central Street]
[Somewhere, Province N1N 1N1]

Dear [Student],

We are delighted to offer you an opportunity to join our team as an intern/co-op/work placement student in the role of [job title]. The term of the placement will be from [date] to [date]. You will be paid [wage/honourarium] (only if applicable). Enclosed you will find the necessary paperwork we require to finalize the details of your internship/co-op/work placement.

In your role, you will be part of [department or team] and report to [supervisor]. The main responsibilities you will be expected to carry out include [duties and expectations]. You will also assist in general office tasks and likely engage in other activities outside of this role aimed at developing your knowledge, confidence and skills. In addition to your work, we have many exciting opportunities for you to participate in, such as [list conferences, events, projects and perks the student can take part in and benefit from].

We will work closely with your university to ensure that all the appropriate steps have been taken make this an exciting and positive experience for you. A copy of this letter has been sent to [university partner] for their records.

Please accept this offer by filling out the enclosed forms and returning them to [HR office contact information] no later than [date].

We look forward to hearing back from you soon and cannot wait to embark on this unforgettable experience with you! If you have any questions at all, please don't hesitate to contact me at [phone].

Sincerely,

[Name]
[Title]
[Contact Information]