

*Sample Job Offer Letter*

## **Best Company, Inc.**

300 E. College Ave, Eureka IL 61530  
**(Tel) (000) 000-0000 (Fax) (000) 000-0000**

Date:

To: Eureka College - Attn: Lizzie Rassi, Coordinator of International Student Services

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:**

**Physical location of student's job:**

**Number of hours worked per week:**

**Official offer beginning and ending dates:**

**Job title:**

**Job duties:**

Should you need further information, please do not hesitate to contact me directly.

Sincerely,

John Smith  
President  
Best Company, Inc.