

SAMPLE EMPLOYER OFFER LETTER

Company Letterhead
Address / Contact Information/Website

Letter Date

Student Name
Student Mailing Address

Dear Student Name:

On behalf of **Company Name**, EIN #, I am pleased to offer you an Intern position with our organization. The job details are as outlined below:

Job Title: Specific Intern Title
Supervising Manager: Name, Job Title, email address and phone number
Hours: Full or Part time and hours, or range (for example, 20-25 hours weekly)

You will initially experience a training period, then will be transferred to a project upon demonstrating appropriate skills. We anticipate the following schedule *(if applicable in cases of set training period or movement to a client or other location during the duration of the internship)*:

Details	Training	Project Assignment
Start Date	02/15/20XX	04/11/20XX
End Date	04/08/20XX	05/13/20XX
Pay	Unpaid	\$20.00 / hour
Location	Company Name 123 Main Street St, Hometown, NJ 07666	Client Name 987 Corporate Way Big City, NY 10002

You will be primarily working on (specify company assignment vs. client projects, etc).

Your main job responsibilities include: (provide specific technical details, such as: those below)

- During the first six weeks, participating in classroom and self-paced training in our office covering
- Installing, troubleshooting, configuring of **Cisco ASR** 1K, 7200vxr, 3900, 3800, 2900, 2800 series routers and **Cisco Catalyst** 6500, 4500, 3850T, 3750, 2950 and 3500XL series switches.
- Working on networking concepts like **TCP/IP, Routing and Switching** Implementation of server and Client side validations using ASP.NET validation controls.
- Monitoring network traffic, Network performance using diagnostic tools like **Snort, Ping Tools and Wireshark.**
- Configuring **Client-to-Site VPN using SSL Client on Cisco ASA 5520, 5510, 5505**

While the Company will make every effort to train you and assign you to a project as outlined, these dates are subject to change based on your skills and Company need. It is understood that the nature of this assignment is temporary and short term and you will not be eligible for benefits during this time. You understand and agree that your employment with Company is at-will and your employment can terminate, with or without cause, and with or without notice, at any time, at your option or the Company's. Please feel free to contact us for any further questions at 201-987-6543 or email at hr@company.com

Sincerely,
Supervisor or HR staff
Job title