



SAMPLE INTERNSHIP NOTIFICATION MESSAGES

Sample Internship Offer

Dear [student's first name]:

I am pleased to confirm your acceptance of an internship position as [Title] in the [Department Name] at a pay rate of [hourly wage/stipend]. Your first day of work will be [date]. Your duties and assignments for this position will be those described to you in your orientation with [Supervisor's Name].

This offer is contingent upon completion of a physical examination, including a drug screen, and completion of employment processing procedures. Please report to the Human Resources Department at [time] on [start date] with the appropriate documents and completed forms.

If you have any questions, please feel free to contact [Supervisor's Name] or me. We look forward to seeing you on [start date].

Sincerely,
[Your Name]
[Your Title]

Sample Rejection based on Resume

Dear [student's first name]:

Thank you for your interest in an internship assignment with [company name]. Although your background and qualifications are impressive, we do not have an appropriate opportunity at this time. Thank you again for your interest in [company name]. We wish you success in your career.

Sincerely,
[Your Name]
[Your Title]

Sample Rejection based on Interview

Dear [student's first name]:

Thank you for meeting with me to discuss an internship assignment with [company name]. Although your background and qualifications are impressive, we have selected another candidate who more closely fits our needs. Thank you again for your interest in [company name]. We wish you success in your career.

Sincerely,
[Your Name]
[Your Title]