

SAMPLE LETTER FROM EMPLOYER

ABC Company

123 Sample Street, Suite 4 ■ Anytown, AnyState 99999

March 7, 2015

Dear Alex:

ABC Company is pleased to offer you the 10-week summer internship position. This internship will begin on June 1, 2015 and end on August 7, 2015.

For this internship, you will work 20 hours per week with a salary of \$13.00 per hour. You will be reporting to Mr. Bob Vance, Internship Coordinator. The internship will focus on exposing you to the marketing and research industry. Your responsibilities will include developing innovative marketing strategies utilizing on social media platforms and working with the research team to explore and analyze new marketing strategies.

If you have any questions, please contact our office at 999-123-4567

Sincerely,

M. James

Mark James
President