

TWO WAYS TO FORMAT OFFICIAL OFFER LETTER FOR NON US-CITIZEN INTERNS:

ON COMPANY LETTERHEAD

September 10, 2012

Dear Kim Studentka:

Congratulations! Magnifique Financial Services, Inc is pleased to extend you an offer to be our Finance Intern. You will begin your internship on the 18<sup>th</sup> of September and will end on the 6<sup>th</sup> of December. You will work four hours a week for 11 weeks **(or you can state that she will work for a total of 44 hours throughout the duration of the internship)** and earn one college credit. You will provide customer service to new and existing clients, perform market research, and will be included in financial analysis and client consultations.

SIGNATURE

OR... you can format it like this:

ON COMPANY LETTERHEAD

September 10, 2012

Dear Maryam Brown:

I have offered Kim Studentka, a senior majoring in economics at Randolph College, a Finance Internship with Magnifique Financial Services, Inc. Kim will begin her internship on the 18<sup>th</sup> of September and will end on the 6<sup>th</sup> of December. She will work four hours a week for 11 weeks **(or you can state that she will work for a total of 44 hours throughout the duration of the internship)** and earn one college credit. Kim will provide customer service to new and existing clients, perform market research, and will be included in financial analysis and client consultations.

SIGNATURE