

*Sample Job Offer Letter*

## **Best Company, Inc.**

1553 Job Street, Atlanta, GA 30319  
(Tel) (404) 000-0000 (Fax) (404) 111-1111

Date:

To: Oglethorpe University 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:** Best Company, Inc.

**Physical location of student's job:** 1553 Job Street, Atlanta, GA 30319

**Number of hours worked per week:** 20

**Official offer beginning and ending dates:** May 5, 2014 – August 20, 2014

**Job title:** Marketing Intern

**Job duties:** Student will assist in Web site design/maintenance, development of company brochures, and development of marketing strategies.

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

Sincerely,

John Smith  
President  
Best Company, Inc.