

[Date]

[Name]

[Address]

[Address]

Dear Mr./Ms. [Last Name]:

[Company Name] is pleased to offer you the position of [Position Name]. Funding for this internship position is contingent on funds provided by the Rhode Island Office of Energy Resources as part of its Clean Energy Internship Program. The [Company Name] [Position Name] position will be compensated at an hourly rate of \$[pay rate] paid on a [weekly/bi-weekly/other specified] basis.

The internship will run for [amount of time] beginning on [position start date]. You are expected to work [hours] per week.

We look forward to having you join our company. If you accept this offer, please sign and email a scanned copy of this letter in a pdf format within [number] days to [email@email.com].

Very truly yours,

Accepted & Agreed:

By: _____

Name: _____

Date: _____

[Name]

[Title]