

Sample Job Offer/Employer Letter

Please print on Company letterhead and change all information to reflect your company name and job information, etc. You must either send us the original letter via mail or hand-delivered by the student OR if your company only does electronic letters, the company would email it directly to isoemp@lsu.edu

Best Company, Inc.

1553 Job Street, Baton Rouge, LA 70802
(Tel) (225) 000-0000 (Fax) (225) 111-1111

Date

To: LSU International Services

The Best Company Corporation would like to offer (*student's name here*) an internship position for the (*semester and year*) semester. Below is the information you requested about the position and our company:

Company Name: Best Company, Inc.

Physical location where student's will work: 1553 Job Street/ Baton Rouge, LA 70802

Number of hours worked per week: 40

Official offer beginning and ending dates: August 20, 2009 – December 20, 2009

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.