Internship offer email

Send it within 24 to 48 hours of the final decision, ideally right after a phone call with the good news. Attach or link the formal offer letter in the same email.

STANDARD PAID INTERNSHIP

Subject: Your internship offer: [Internship Title] at [Company]

Hi [First Name],

Congratulations. We're delighted to offer you the [Internship Title] internship with our [Team] team for summer [Year].

The details:

- **Dates:** [Start Date] to [End Date] ([Number] weeks)
- **Schedule:** [Number] hours per week, [Days and Hours]
- **Pay:** $[Hourly Rate] per hour, paid [Pay Frequency]. [Housing stipend / Relocation, if any]
- **Location:** [Office Address / Hybrid / Remote]
- **Manager:** [Manager Name], [Manager Title]
- **Project:** you'll work on [One-sentence description of the project]

Your formal offer letter is attached. This offer is contingent on [e.g. verification of your enrollment / a background check / I-9 employment eligibility verification].

Please reply or sign the letter by [Response Deadline]. If you're waiting on other offers and need more time, tell me; we'd rather talk about it than lose you to a rushed decision.

We were impressed by [Specific Thing From the Interview], and the team is looking forward to working with you.

Best,
[Your Name]
[Title], [Company]
[Phone Number]

SHORT VERSION

Subject: Offer: [Internship Title], summer [Year]

Hi [First Name],

Great news: we'd like you to join [Company] as a [Internship Title] from [Start Date] to [End Date], at $[Hourly Rate]/hour, working with [Manager Name] in [Location].

Your offer letter is attached. Please sign and return it by [Response Deadline]. Any questions, just reply.

Congratulations,
[Your Name]
[Title], [Company]

INTERNATIONAL STUDENT (CPT/OPT)

Subject: Internship offer and next steps for work authorization

Hi [First Name],

Congratulations. We're happy to offer you the [Internship Title] internship from [Start Date] to [End Date], at $[Hourly Rate] per hour. Your offer letter with full details is attached.

Because you're on an F-1 visa, you'll need work authorization before your first day. Most students in your situation use Curricular Practical Training (CPT), approved by the Designated School Official (DSO) at your school. If your school needs anything from us, such as a letter describing the internship duties, dates and hours, send me their requirements and we'll turn it around within [Number] business days.

Please reply by [Response Deadline] to accept, and let us know when your authorization is approved. Your start date depends on it, so start the process with your international student office now.

Best,
[Your Name]
[Title], [Company]

FOLLOW-UP AFTER A PHONE OFFER

Subject: Confirming your [Company] internship offer

Hi [First Name],

It was great to share the news on the phone today. As promised, here's your offer in writing.

You'll join the [Team] team as a [Internship Title] from [Start Date] to [End Date], [Number] hours a week at $[Hourly Rate] per hour, reporting to [Manager Name]. The attached letter has the full details.

Please sign by [Response Deadline]. [Manager Name] will reach out next week to say hello, and we'll send onboarding details about [Number] weeks before you start.

Congratulations again,
[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Your internship offer: [Internship Title] at [Company]

- Congratulations, [First Name]: summer [Year] internship offer
- Offer: [Internship Title], summer [Year]
- You've been selected for the [Company] internship
- Confirming your [Company] internship offer
- Your offer letter and next steps
- Welcome to the [Year] intern class

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] at [Company]. Congratulations, we've emailed your offer for the [Internship Title] internship ([Start Date] to [End Date], $[Hourly Rate]/hr). Please review and reply by [Response Deadline].

Placeholders to replace: [First Name], [Internship Title], [Team], [Year], [Start Date], [End Date], [Number], [Days and Hours], [Hourly Rate], [Pay Frequency], [Office Address / Hybrid / Remote], [Location], [Manager Name], [Manager Title], [Response Deadline], [Specific Thing From the Interview], [Your Name], [Title], [Company], [Phone Number]