

(This is a SAMPLE letter for employers to use. Please use company letterhead with original signature – not stamped.) Effective 5/15/2023

RE: (student name)

To Whom It May Concern:

The aforementioned student has secured an internship with:

(Company name)

Description of student's internship:

Start date: _____ End date _____ Number of hours/week: _____

Company address:

Phone number:

EIN number: _____

Immediate Supervisor:

Email:

Supervisor's signature

Employer/Department Telephone Number