



## Graduate Co-op/Internship Job Offer Letter Example

Date

Student Name

Student Address

Student City, State, Zip

Dear \_\_\_\_\_:

**(Company Name)** is pleased to confirm our offer of employment to you for the position of **(Job Title)**. The following information confirms positions details:

Start Date:	First Day of Work (Must follow Georgia Tech Academic Calendar)
End Date:	Last Day of Work (Must follow Georgia Tech Academic Calendar)
Job Title:	(Graduate Co-op, Intern, Engineer, etc.)
Work Status:	Full-time or part-time (If part-time, include planned work hours per week)
Salary:	Compensation (i.e. hourly, weekly, annually)
Relocation Stipend:	If applicable
Department:	Department in which student will work
Supervisor:	Include name, title, phone number, and e-mail address
Work Address:	<b>International student work authorizations require the actual street address where the student will work</b>

Sincerely,

Name

Job Title

Phone #

E-mail

**JOB OFFER LETTERS MUST BE ON COMPANY LETTERHEAD BEFORE THE GRADUATE CO-OP OFFICE CAN GRANT PERMISSION TO WORK**