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:** International student work authorizations require the actual street address where the student will work

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

Graduate Co-op Program, Graduate Education c/o the Center for Career Discovery and Development
Bill Moore Success Center, First Floor
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