

COMPANY LETTERHEAD
EMPLOYER ADDRESS
EMPLOYER CONTACT

JOB OFFER LETTER

Henry Rutgers
215 North 3rd Street
Camden, NJ 08102

Henry Rutgers will begin a position of Intern Data Analyst I Assistant on Septmber XX, 20XX with Cooper Street Financial. Please find the specifics of your internship responsibilities below.

Start date: September XX, 20XX **End date:** May XX, 20XX

Number of Hours: 15 hours per week

Reporting Relationship: You will be reporting to Joe Smith, President of Cooper Street Financial

Responsibilities: Day-to-day responsibilities will include working on various data analysis and evaluation assignments.

Office Location: You will be located in our branch office at 100 Cooper Street, Camden, NJ 08102.

Should you have any questions concerning the specifics of this internship please contact me at (856) 555-1234.

Sincerely,
Joe Smith
President, Cooper Financials