

SAMPLE INTERNSHIP OFFER LETTER

OCEAN BLUE, INC
1484 Seville Drive
Newport, OR 97365
541-555-1212

May 15, 2019

Mr. Bartolome de las Casas
10 Water Street
Corvallis, OR 97330

Dear Mr. de las Casas,

This is to confirm that Ocean Blue, Inc. is offering you an internship as a Small Craft Pilot from [day/month/year] to [day/month/year]. This internship will serve as “curricular practical training” related to your field of study, Navigation and Aquatics, at Oregon State University.

The goals and objectives of your training with us will be practical experience in guiding small propeller-driven crafts through sand bars in shallow salt water, without striking bathers. It is my understanding that this training is related to your major and degree.

The location of your training program will be the company boatyard in Newport, Oregon, and the waters off the city beaches.

Your training supervisor will be Mr. Philip King, Vice President for Mainland Relations. His address and telephone number appear above on the letterhead.

You will be expected to work [] hours each week. The internship will be [paid/unpaid].

On behalf of the company, I welcome you to Ocean Blue.

Sincerely,

Isabella Crown
Director of Personnel