

Sample Offer Letter

<Company Letter Head>

Your Ref:

Our Ref:

Date:

<Letter Date>

<Intern's Name>

<IC/ID number>

<Correspondent Address>

Dear < Intern's Name >

Re: Letter of Offer for Internship Training

We refer to the above matter,

We are pleased to offer you to work with us as a trainee for a period of <14weeks/16weeks/24weeks> commencing from <the internship date> to < the internship date > whereby you are subject to the following terms & condition.

- 1) Allowance – you are given an allowance amount RM X per month.
- 2) Working days & hour - working day is Monday to <Friday/Saturday> <time>a.m. to <time>p.m.
- 3) Job scope – assisting in preparing/preparation of

<Other terms and conditions required by company>

Kindly confirm your agreement to the above by signing and returning to us the duplicate of this letter.

Thank you.

Yours sincerely,