



Internship Handbook

Sample Unpaid Internship Offer Letter

Date

Name

Address

City, State, Zip

Re: *Internship Offer*

Dear _____:

I am pleased to offer you an internship at Rocky Mountain Public Broadcasting Network, Inc. (Rocky Mountain PBS) in the _____ department. As we discussed, you will be scheduled to intern approximately _____ hours/week and your internship will begin on _____ and will end on or around _____. If you accept this internship offer, you will report to _____.

Because this is an internship, you may discontinue the internship at any time for any reason, and Rocky Mountain PBS may discontinue the internship for any reason not prohibited by law. There is no guarantee of continuous employment because of your volunteer work with us.

As an intern, you will not be a company employee. Therefore, you will not receive a salary, wages, or other compensation. In addition, you will not be eligible for any of the employee benefits that company employees are entitled to, including, but not limited to, health insurance, vacation or sick leave, paid holidays, or participation in Rocky Mountain PBS' retirement plan.

During your internship you may come across confidential business information. By accepting this internship offer, you acknowledge that you must adhere to our confidentiality policy. In addition, upon conclusion of your internship, you must return all company-owned property, equipment, and documents, including electronic mail or other information.

If you have any questions about the terms of our offer outlined above, please contact me at (____) ____ - _____. We are very excited about the prospect of you joining our team and staff as an intern at Rocky Mountain PBS! We look forward to helping you continue your education outside the classroom. To learn more about Rocky Mountain PBS, please visit our website at www.rmpbs.org.

Sincerely,

Name

Title

My signature below indicates my acceptance of the offer as outlines above.

Printed Name

Signature

Date

Please return a signed copy via US Mail or deliver to _____ by _____ [Insert date no later than 10 days from the date of this letter].