**SAMPLE EMPLOYER CPT OFFER LETTER**

[MUST Be Printed on Company Letterhead Stationary]

**ABC, INC.**

**May 26, 2023**

**Mr. Juliana Marshall**

**456 Sheridan Rd.**

**Chicago, IL 12345**

**Dear Juliana,**

**We are very pleased to offer you the position of Marketing Intern this summer with ABC, Inc. Please find the following confirmation of the specifics of your internship:**

**Position Title:** Marketing Summer Intern

**Internship Responsibilities:**

* Assisting with efforts of customer acquisition & retention
* Expertly managing the needs of external customers through various forms of content and materials
* Identify news, videos & pictures for ABC, Inc’s use in marketing initiative
* Help to coordinate posts for publishing on our main website
* Help to initiate, support and develop best practices for ABC, Inc’s social media initiatives including but not limited to Facebook, Instagram, YouTube and Twitter

**Start Date:** May 28, 2023

**End Date:** August 5, 2023

**Number of Work Hours Per Week:** 40 hours per week/Full-Time

**Reporting Relations/Supervisor:** You will be reporting to Liz Smith, Managing Director of ABC, Inc. Mrs. Smith’s may be contacted by phone (123-456-7890) or by email (lsmith@abc.com)

**Should you have any question regarding the specific of your internship, please contact me by phone or by email.**

**Sincerely,**

**Liz Smith**

**Liz Smith**