

Internship Offer Letter

HR & WorkTech

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Drafts an internship offer letter with stipend, duration, learning scope, confidentiality, IP and a non-employment clarification. Use it to offer an internship. For a full-time offer, use the Offer Letter Template.

Purpose of this tool & output

Draft an intern offer with stipend and terms

How the output is used

Use it to draft an intern offer with stipend, duration, scope and terms clearly stated.

Who receives it

The offer is addressed to the intern (and guardian, if a minor); a signed copy is kept on file.

How to submit / file it

Issue the intern offer with the stipend, duration, confidentiality and conversion terms, obtain the signed acceptance, and file it.

Who should vet it

HR, to confirm the stipend and terms and that the internship is not disguised employment.

Important cautions

AI-generated draft; HR should review.

Companion documents

- Offer Letter Template
- Appointment Letter Generator
- Tax-Optimised CTC Structurer
- Probation Confirmation Letter
- Promotion / Increment Letter
- Transfer / Deputation Letter

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.

