**<Company Letter head here>**

Letter must be on company letter head

April 1, 2015

Student’s full name

Location where student will work

Company name

Dear **Tommy Trojan**:

Per our conversation, we are excited to invite you to join **Fight On, Inc.** as a Software Development Engineering (SDE) Intern at our Los Angeles Office located at **2948 Fight On Ave. Los Angeles, CA 90089**. Your employment will commence on **May 20, 2015** and is expected to end on **August 23, 2015**. You will work an average of **40 hours** per week.

Start date

End date

Responsibilities of SDE Intern:

Hours per week to be worked

* **Design and test real software while working with a select group of experienced software engineers**
* **Articulate technical challenges and solutions**
* **Other responsibilities**
* **Other responsibilities**
* **Etc.**

Detailed description of job responsibilities

Sincerely,

George Tirebiter

George Tirebiter

CEO

Fight On, Inc