

Date

Student Name  
Student Address  
Student City, State, Zip

Dear \_\_\_\_\_:

**(Company Name)** is pleased to confirm our offer of employment to you for the position of **(Job Title)**. The following information confirms position details:

Start Date: First Day of Work (Must follow Georgia Tech academic calendar)

End Date: Last Day of Work (Must follow Georgia Tech academic calendar)

Job Title: (Graduate Intern, Researcher, Data Analyst, Engineer, etc.)

Work Status: Full-time (40 hours a week or more), or Part-time (20 hours a week or less. Please include hours if the internship is part-time.)

Salary: Compensation (hourly)

Relocation Stipend: If applicable

Department: Department in which student will work.

Supervisor: Include name, title, phone number, and email address.

Work Address: **International student work authorizations require the actual street address where the student will work. A PO Box number will not be accepted.**

Sincerely,

Name

Job Title

Phone #

Email

**JOB OFFERS MUST BE ON COMPANY LETTERHEAD BEFORE THE GRADUATE CAREER DEVELOPMENT TEAM CAN REVIEW AND APPROVE APPLICATIONS**

Graduate Internship Program, Graduate Career Development c/o the Center for Career Discovery and Development

Bill Moore Success Center, First Floor

Clarence Anthony Jr., PhD, Assistant Director of Graduate Career Development, [canthony32@gatech.edu](mailto:canthony32@gatech.edu), 404-894-1351