

Sample Employer Offer Letter

Indiana Hotel Group

900 West State Street
West Lafayette, IN 47907
(765) 494-4729



April 15, 20XX

RE: Purdue HTM Student - Ima Boilermaker

Attach Business
Card

Dear HTM Career Center Coordinator:

Ima Boilermaker has interviewed with our Human Resources Department and has been offered the position for the summer. Ima has indicated that she would like to complete her summer work experience for HTM 202 credit.

Ima will be working in our Sales Department in Dallas, TX location beginning May 15, 2019 and will complete the 320 hours required for her HTM 202 work experience no later than August 1, 2019. Her duties will be contacting prospects, delivering sales presentations, closing deals and managing existing customer relationships. She will be paid \$10.00 an hour.

We are aware that Title IX states that "*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.*" Since an internship is considered an off-campus academic activity we will be sure to safeguard the students Title IX rights during the student's internship with our company.

Please let me know if you have any questions. We are delighted to have Ima working with our Sales Department this summer.

Sincerely,

(Supervisor's original signature here)

Sally Smith
Human Resource Manager
Indiana Hotel Group
ssmith@inhotel.com
765-111-2345