**Internship Offer Letter Template**

[Your Name]

[Your Address]

[Your City, State, ZIP Code]

[Date]

[Intern's Name]

[Intern's Address]

[Intern's Address]

[City, State, ZIP Code]

Dear [Intern's Name],

Welcome to the King County [Division or Section]! We are pleased to confirm your acceptance into our volunteer internship program within the King County agency. The effective start date for your internship will be [Effective Date].

You will report to [Supervisor's Name], who holds the position of [Supervisor's Title]. [Supervisor's Name] will be responsible for supervising and guiding you to achieve your learning objectives during the course of your internship. Your primary work location will be the division offices located at [Work Location Address].

Your internship will adhere to a standard week of 35/40 hours, with regular working hours from 8:00 am to 5:00 pm, Monday through Friday. You are encouraged to discuss and finalize your specific work schedule with your mentor.

During your internship, you will have the opportunity to gain experience in [Briefly summarize the learning objectives of the internship]. Specific duties and responsibilities will be discussed and assigned to you upon the commencement of your internship.

As a volunteer intern, please note that you will be providing your services to a public agency for civic, charitable, or humanitarian reasons. This internship is without any promise, expectation, or receipt of compensation for services rendered. Consequently, you will not receive any form of compensation for your contributions. You will be required to sign and submit a waiver of liability, which is included at the end of this letter.

Here are some important points to keep in mind:

- You are not eligible for King County benefits, but you may be eligible to receive a bus pass.

- Either party (you or the county) may terminate the internship without cause or prior notice.

- This internship does not confer any rights or guarantees toward career service or regular employment.

- You are not represented by a labor union.

- Eligibility for hire into a career service position is contingent upon successful competition in a formal selection process.

- You are not eligible for enrollment in the Public Employees' Retirement System (PERS).

To qualify as a Volunteer Intern, you must meet the following criteria:

- You must be enrolled as a full-time student as defined by your school, organization, or institution (King County accepts each individual institution's definition of full-time).

- You must provide proof of full-time enrollment upon appointment and throughout your internship on a recurring schedule for the regular school year (e.g., quarterly or semester basis) in advance of the commencement of the next recurring schedule.

- You must provide proof of continued full-time enrollment to qualify for an internship during summer break (full-time enrollment in the fall term will qualify).

Please be aware that the terms outlined in this letter do not constitute a legally binding agreement. If you have any questions or require clarification regarding your internship or any information contained in this letter, please do not hesitate to contact [Contact Name], [Contact Title], at [Contact Phone Number].

Congratulations on your acceptance into our internship program, and once again, welcome to the [Division or Section].

Sincerely,

[Your Name]

Hiring Authority

Attachment

cc: [Supervisor's Name]

 [Other Relevant Parties]

I understand and accept the conditions of this internship.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

[Intern's Signature]