___________________ has been accepted to complete an internship at _____________________.

[Student’s Name] [Agency’s Name]

The student will start on ___________________ and finish on ___________________. The

[Start Date] [End date]

student will work ________ hours each week. __________________ will supervise the

[# of hours] [Agency Supervisor’s Name]

student. The student will complete tasks such as [insert a list of typical tasks the student will be completing.]

SIGNATURE FROM AGENCY SUPERVISOR