[YOUR COMPANY LOGO HERE]

[CURRENT DATE HERE]

# [Student Full Name] [Student Address]

**[If sent via email, include student email address]**

Dear [STUDENT NAME]:

# Re: Haskayne Mitacs Business Strategy Internship

I am pleased to confirm that [Organization name] is prepared to offer you a Mitacs Business Strategy internship consisting of 450 hours at [hours per week (30 hours per week for 4 months or 20 hours per week for 6 months)] commencing [start date] and ending on [end date]. Please note that start date is subject to change pending Mitacs approval.

Your supervisor will be [Supervisor name]. As an [job title here], your responsibilities will include:

* [please briefly describe role responsibilities]
* [please briefly describe role responsibilities]

Your compensation will be governed and administered through the Haskayne School of Business. You will receive a total stipend amount of [$10,000 if undergraduate / $15,000 if graduate] over the course of the internship, of which [Organization name] will contribute it's agreed upon portion. Please note that this internship is dependent on third party funding and is not guaranteed.

If the above is in accordance with your understanding, kindly confirm your agreement by signing this letter and returning it to the undersigned. This offer is open for acceptance until [offer deadline date] at [time of day].

We hope that you enjoy your internship with us, and we look forward to working with you. Regards,

[Partner signature here]

[Partner full name] [Partner title]

Acknowledged and accepted by on this day of

 , .

**STUDENT NAME**

**DATE**

**MONTH**

**YEAR**

Signature