

MMC6949 – Sample Letter of Acceptance from Supervisor

(Company address on letterhead)

(Date)

Dr. Mike Weigold
Associate Dean for Undergraduate Affairs and Enrollment Management
College of Journalism and Communications
Box 118400
Room 1000 Weimer Hall
University of Florida, Gainesville, FL 32611

Dear Dr. Weigold:

I am excited to have (student) join our _____ department at (company) for the (fall/spring/summer) semester. I am aware that (student) is using his/her internship experience with our company for school credit, and am knowledgeable about the requirements, policies and procedures, and forms needed for completion. (Student) will begin his/her internship on (date) and end his/her internship on (date). Typical working hours each week will be _____, totaling approximately 10 hours per week.

I feel that (student) is going to receive a first-hand learning experience in his/her field of study in an atmosphere that is both challenging and supportive. After speaking with (student), we agreed to set aside time for weekly feedback on (day/time). During (student's) time with us, s/he will be working very closely with the (Web Design Coordinator) to assist in projects that involve _____. These projects will help the student develop skills doing _____.

Below is an approximate break-down of the tasks that (student) will be completing each week:

Week One – Tasks:

- (Task 1)
- (Task 2)
- (Task 3)

Week Two – Tasks:

- (Task 1)
- (Task 2)
- (Task 3)

Please feel free to contact me via email at _____ or by phone _____ if you have any questions or need any additional information.

Kind regards,

(Signature)

John Doe
(Title)