INTERNSHIP EMPLOYMENT ACCEPTANCE LETTER

November 3, 2026

Casey Example, Director of Talent Acquisition Example Employer Inc. 25 Example Avenue

Re: **Acceptance of Internship — Senior Software Engineer**

Dear Casey Example:

Thank you for offering me the internship position of **Senior Software Engineer** at **Example Employer Inc.** (the "Employer"). I am excited to accept the internship on the terms set out in the offer letter dated November 1, 2026.

1. Internship Role

Senior Software Engineer, Platform Engineering, under the supervision of VP of Engineering. Work model: Hybrid.

2. Term

Start date: **January 11, 2027**. End date: **April 12, 2027**. I understand this is a temporary internship and carries no expectation of continued employment beyond the end date.

3. Compensation

Hourly wage. $25.00 per hour, paid on the Employer's regular payroll schedule, less applicable withholdings. Applicable minimum-wage and overtime rules govern the work performed.

4. Workers' Compensation, Safety, and Anti-Discrimination

Please tell me how to report a workplace injury or concern and which coverage applies to this placement.

5. Confidentiality and IP

I will review any separate confidentiality or inventions agreement called for by the offer before deciding whether to sign it.

Invention assignments in California. If the employer proposes an invention assignment, its separate agreement and written statutory notice should identify the scope and exclusions under California Labor Code sections 2870 and 2872. This letter does not confirm delivery of that notice.

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6. Acknowledgments

My internship is **at-will** and may end at any time by either Party, subject to applicable law. I will review the workplace policies identified in the offer. **Employment verification.** For a hire who will work for pay or other remuneration, the employee completes Section 1 of Form I-9 by the first day of employment. The employer normally completes Section 2 within three business days of that first day. For an engagement of fewer than three business days, the employer completes Section 2 by the first day. I may choose which acceptable documents to present.

7. No Promise of Future Employment

I understand that this internship is not a promise of future or permanent employment with **Example Employer Inc.**.

Thank you again for this opportunity. I look forward to learning from and contributing to the team.

Primary workplace specified in the offer: **CA**.

Sincerely,

Intern

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE

Jordan Example 100 Example Lane jordan@example.com

Acknowledged by the Employer:

Employer

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE

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