Company Logo Here

COMPANY
NAME HERE

Address Line 1
Address Line 2
Tel: Phone
Website Info

Month, Day, Year

Dear (*Student Name*),

On behalf of (*Company Name/Team*), we are pleased to offer you a 5 session Cooperative Education position as a mechanical design engineer at (*physical location/or remote info*). (*Company name*) is a great place to co-op as you will learn the following skills: (*list example skills below*)

3D modeling, Business case development, Problem Solving – Shainin, Design For 6 Sigma, Injection and Compression Molding and product development cycle just to name a few.

You will report directly to (*insert name/structure*) with a dotted line to one of the design engineers depending on your project. We would like for you to start your first session summer of 2021. We are flexible on the start date but let use (*insert date here*) as our starting point. We are flexible on the rotation. The employment offer is as follows:

- ☐ Your monthly starting salary as follows
    - ☐ Session 1 will be $4,100 per month for Summer 2021.
    - ☐ Session 2 will be $4,300 per month for Spring 2022
    - ☐ Session 3 will be $4,500 per month for Fall 2022
    - ☐ Session 4 will be $4,600 per month for Summer 2023
    - ☐ Session 5 will be $4,800 per month for Spring 2023
- ☐ We will offer $450 per month for housing stipend
- ☐ Your employment is dependent upon the successful completion of a drug screen and successful background check.
- ☐ This offer is contingent on signing a standard non-compete agreement for the closure market.

Congratulations and I look forward to you joining *(company name).* If you have any questions, please contact me at (*phone or email info*), respectively.

Please indicate your acceptance of this offer on the line below. To confirm your acceptance of our offer, please sign the original copy of this letter and return it to me by (*insert date here*).

Sincerely,

(Signature)

Hiring Person Printed/Typed Name
Title

_____   _____
Student Signature   Date