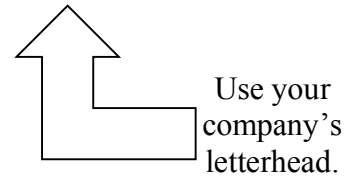


March 20, 2018



Dear Intern:

We are pleased that you will be joining Company for the summer of 2018. As we discussed, we will endeavor to provide you with the exposure to those areas of our business that are of interest to you. We agree with the attached work statement and agree with the scope and responsibilities documented here. While some priorities may change through the internship, we will make every effort that both your goals and company goals are met.

The total salary for this internship will be \$XX per week for XX weeks for a total of \$XX. We are able to extend this offer, in part, because \$XX of your salary will be paid directly to you by the Samuel Zell and Robert H. Lurie Institute for Entrepreneurial Studies. As a temporary employee /an independent contractor of Company you will receive a paycheck on a weekly/biweekly/monthly schedule beginning XX/XX/2018. During this internship you are expected to work Full-Time, minimum 40 hours a week.

If you choose to accept this agreement, please sign and date below and return this letter to me. Once I receive your acceptance it is understood that you will notify all other possible employers that you are no longer available for a summer internship. As we have discussed, your start date for this internship is XX/XX/2017.

We are very excited about having you join us for the summer and we look forward to working with you.

Sincerely,

Signature

Print name

Title, Company

Accepted by Intern

Signature: _____ Date: _____

Underlined and highlighted material should be customized for your specific situation.

Both parties must sign this offer letter. It can be scanned and emailed to zliinternships@umich.edu or mailed to:

Marcel Gani Internship Program
Zell Lurie Institute
Ross School of Business
701 Tappan Street, R3200
Ann Arbor, MI 48109-1234

Please note the following items have been addressed in this sample agreement.

1. Salary amount.
2. Pay schedule and type of employment
3. Number of weeks the internship will last (12).