



UH Cooperative Education Program Requirements

Official offer letter **must** be on official company letterhead & include:

1. Job title
2. Responsibilities
3. Number of hours per week
4. Company's physical address
5. Future Start date (CO-OP does NOT approve past dates)
6. Ending date (if date is known)

February 16, 2018

Camille Smith
4800 Calhoun
Houston, TX 77004

Dear Camille:

I am pleased to offer you the **Logistics Management internship** (1) opportunity. Below are the details of this offer:

Location: **1234 Random Street** (4)
Memphis, TX 77123

Start Date: **May 16, 2018** (5) ← CO-OP does not approve PAST dates

End Date: **Aug 12, 2018** (6) ← End of semester if date is not specified

Reports To: Mary Jones
Phone Number: 713-123-4567

Hours: **20 hours/week** (3)
Pay Rate: \$27.00/hr

Job Responsibilities: (2)

A Logistics Management Intern is responsible for completing projects and logistics that are relevant to the operation of the facility they are placed in. These projects and tasks will include a significant project involving one or more of the initiatives the facility or organization is developing and/or implementing. Other responsibilities include: Warehouse operations, transportation, and inventory.

While we sincerely believe that our relationship will be long-lasting and rewarding, The Martin-Brower Company, L.L.C. does not offer employment on a fixed-term basis, and neither the content of this letter nor our discussions should be construed as a proposed contract for any fixed term. Your employment at The Martin-Brower Company, L.L.C. will be on an at-will basis, and any representations that may have been made which are not included in this letter are superseded by the terms of this offer.

This offer of employment is conditional upon your passing the drug screen and background check.

Please signify your acceptance of the above terms and conditions of employment by dating, signing and returning this letter no later than close of business on Friday February 19, 2018.

We all look forward to having you join our team!

Respectfully,

John Parker
HR Manager