

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you an unpaid internship at [Company Name] in the Human Resources department. This internship is designed to provide you with practical experience and professional development in the field of HR.

Internship Details:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Supervisor:** [Supervisor Name/Title]
- **Hours:** [Number of hours] per week
- **Location:** [Office Address or Remote]

Nature of Internship:

This is an unpaid internship. You will not be an employee of the company and will not receive wages, health insurance, or other employee benefits. This internship is intended for your educational benefit and to gain practical experience. You understand that there is no guarantee of employment at the conclusion of this internship.

Responsibilities:

During this internship, you will assist with [list of tasks, e.g., recruitment, onboarding, filing, HR research].

Requirements:

This offer is contingent upon [list contingencies, e.g., background check, proof of school credit, signed non-disclosure agreement].

Please indicate your acceptance of this offer by signing and returning this letter by [Deadline Date].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acceptance:

I accept the unpaid internship offer as outlined above.

[Candidate Signature]

[Date]