

[Date]

[Candidate First Name] [Candidate Last Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate First Name],

We are pleased to offer you an unpaid internship as a **Talent Acquisition Intern** at [Company Name]. We were impressed with your background and believe you will gain valuable experience within our Human Resources department.

Internship Details:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Supervisor:** [Supervisor Name/Title]
- **Schedule:** [Days of the week] from [Start Time] to [End Time]

Learning Objectives:

During this internship, you will observe and assist with:

- Sourcing and screening potential candidates.
- Coordinating interview schedules.
- Assisting with job postings and employer branding.
- Learning the functions of Applicant Tracking Systems (ATS).

Nature of Internship:

Please understand that this is an unpaid internship. It is designed to be an educational experience for your professional development. This internship does not constitute an entitlement to a paid job at the conclusion of the program.

Requirements:

This offer is contingent upon [Background Check/Verification of Enrollment/etc.]. You will also be required to sign a Confidentiality and Non-Disclosure Agreement on your first day.

Please indicate your acceptance of this offer by signing below 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]