

[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you an unpaid internship as a **Learning and Development (L&D) Intern** at [Company Name]. We were impressed with your background and believe you will gain valuable experience with our team.

Internship Details:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Reporting Manager:** [Manager Name/Title]
- **Weekly Hours:** [Number of Hours] hours per week

Learning Objectives:

During this internship, you will have the opportunity to assist with:

- Designing and developing training materials and workshops.
- Assisting with the administration of the Learning Management System (LMS).
- Analyzing training needs and evaluating program effectiveness.
- Coordinating professional development sessions for employees.

Terms of Internship:

- This is an unpaid internship for the purpose of educational and vocational training.
- This internship does not constitute an entitlement to a paid job at the conclusion of the period.
- You will be expected to comply with all company policies regarding confidentiality and professional conduct.

To accept this offer, please sign and return a copy of this letter by [Deadline Date].

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acceptance:

I accept the unpaid Learning and Development internship as outlined above.

Signature: _____ Date: _____