

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

[Date]

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

Dear [Candidate Name],

We are pleased to offer you an unpaid internship as an Employee Relations Intern at [Company Name]. We were impressed with your background and believe this position will provide you with valuable insight into human resources and labor relations.

Internship Details:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Supervisor:** [Supervisor Name/Title]
- **Schedule:** [Days of week/Hours per week]

Learning Objectives:

During this internship, you will assist the Employee Relations team with [List tasks, e.g., policy research, employee handbook updates, grievance documentation, and internal communications]. This role is designed to be an educational experience for your professional development.

Terms of Internship:

- This is an unpaid internship. You will not receive financial compensation or benefits.
- This internship does not guarantee a permanent position upon completion.
- You agree to comply with all company policies, including confidentiality and data protection.

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

Sincerely,

[Your Name]
[Your Title]

Acceptance:

I accept the unpaid Employee Relations Internship under the terms described above.

Signature: _____ Date: _____