

[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 within the Compensation and Benefits department at [Company Name]. Your internship is scheduled to begin on [Start Date] and end on [End Date].

During this internship, you will report to [Manager Name/Title]. Your primary responsibilities will include assisting with benefits administration, compensation market research, data analysis, and supporting the annual performance review cycle.

Terms of Internship:

- **Compensation:** This is an unpaid internship. You will not receive financial compensation or employee benefits (such as health insurance or paid time off).
- **Academic Credit:** We will cooperate with your university if you are seeking academic credit for this internship.
- **Schedule:** Your expected schedule will be [Number] hours per week, specifically [Days/Times].
- **At-Will Status:** This internship is "at-will," meaning either you or the company may terminate the internship at any time for any reason.

Benefits of the Internship:

While this position is unpaid, you will gain practical experience in HR operations, exposure to compensation structures, and mentorship from industry professionals.

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

Sincerely,

[Your Name]
[Your Title]

Acceptance:

I accept the unpaid internship offer as outlined above.

Signature: _____ Date: _____