

[Date]

[Candidate First Name] [Candidate Last Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you an unpaid internship as a Human Resources Information Systems (HRIS) Intern at [Company Name]. We were impressed with your background and believe you will gain valuable experience working with our HR technology team.

Internship Details:

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

Learning Objectives:

During this internship, you will assist with data entry, system audits, reporting, and the maintenance of employee records within our HRIS platform. You will gain hands-on experience in how technology supports HR processes and data integrity.

Terms of Internship:

This is an unpaid internship intended for educational and professional development purposes. This position does not create an employment relationship, and there is no guarantee of future employment upon completion of the internship. You are expected to comply with all company policies, including those regarding confidentiality and data security.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acceptance:

I accept the HRIS Unpaid Internship offer as outlined above.

Signature: _____ Date: _____