

[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 within the Human Resources Department at [Company Name]. This internship is designed to provide you with professional experience and practical training in the field of HR.

**Internship Details:**

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

**Academic Credit Requirement:**

This internship is unpaid and is specifically designed for academic credit. As a condition of this internship, you must provide written documentation from your college or university confirming that you are enrolled in an internship course or that this experience meets the requirements for academic credit.

**Learning Objectives:**

During this internship, you will gain exposure to various HR functions, which may include recruitment, employee relations, onboarding, and HR data management. You will be provided with mentorship and regular feedback throughout the program.

**Terms of Internship:**

Please note that this internship does not create an employment relationship. You will not be entitled to wages or employee benefits. Participation in this program does not guarantee future employment with [Company Name] upon completion of the internship or graduation.

**Confidentiality:**

As an intern, you will have access to sensitive and confidential information. You will be required to sign a Confidentiality Agreement prior to your start date.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Acceptance:**

I accept the unpaid Human Resources internship offer as outlined above and confirm I am eligible for academic credit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_