

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you the position of Summer Human Resources Intern at [Company Name]. We were impressed with your skills and enthusiasm, and we believe this internship will provide you with valuable insight into the field of HR.

Internship Details:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Reporting Manager:** [Manager Name/Title]
- **Schedule:** [Days of week/Hours per week]
- **Location:** [Office Address or Remote]

Nature of Internship:

This is an unpaid internship. The primary focus of this role is educational and intended for your professional development. You will assist the HR department with various tasks, including recruitment support, employee file management, and special projects.

Terms and Conditions:

This offer is contingent upon the successful completion of [Background Check/Reference Check]. During your internship, you will be expected to comply with all company policies and confidentiality agreements.

Please indicate your acceptance of this offer by signing below and returning this letter by [Deadline Date].

We look forward to having you join our team this summer.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acceptance:

I accept the offer of an unpaid Summer HR Internship as outlined above.

Signature: _____ Date: _____