

[Date]

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

Dear [Candidate Name],

We are pleased to offer you the position of **Remote Human Resources Intern** at [Company Name]. We were impressed with your background and believe you will be a valuable addition to our team.

Internship Details:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Reporting Manager:** [Manager Name/Title]
- **Location:** Fully Remote
- **Schedule:** [Number of hours per week/Specific days]

Nature of Internship:

This is an **unpaid internship**. The primary goal of this position is for you to gain practical experience and educational training in Human Resources. You will not be entitled to wages or employee benefits. This internship does not guarantee a permanent position at the conclusion of the program.

Responsibilities:

Your duties will include assisting with recruitment, onboarding, maintaining employee records, and supporting general HR administrative tasks as assigned.

Requirements:

Since this is a remote position, you are required to have access to a reliable computer and high-speed internet. You are also expected to comply with all company policies regarding data privacy and confidentiality.

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acceptance:

I accept the Remote Human Resources Unpaid Internship as described above.

Signature: _____ Date: _____