

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

[Date]

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

Dear [Candidate Name],

We are pleased to offer you an unpaid internship as a **Human Resources Generalist Intern** at [Company Name]. This internship is designed to provide you with practical experience and professional development in the field of Human Resources.

Internship Details:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Supervisor:** [Manager Name/Title]
- **Weekly Hours:** [Number of Hours] per week
- **Schedule:** [Days and Times]

Learning Objectives:

During this internship, you will assist with various HR functions, including recruitment, onboarding, employee records management, and policy research. You will gain exposure to [Specific Software or Processes].

Terms of Internship:

This is an unpaid internship. You will not receive financial compensation or benefits. This internship does not constitute an entitlement to a paid job at the conclusion of the internship period. You agree to follow all company policies, including those regarding confidentiality and professional conduct.

Academic Credit (If Applicable):

If you are seeking academic credit for this internship, [Company Name] will work with your educational institution to complete the necessary documentation.

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

Sincerely,

[Signature Name]
[Title]
[Company Name]

Acceptance:

I accept the unpaid Human Resources Generalist Internship offer as described above.

Signature: _____ Date: _____