

[Date]

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

Dear [Candidate Name],

We are pleased to offer you a part-time, unpaid internship position within the Human Resources Department at [Company Name]. This internship is designed to provide you with practical experience and professional development in the field of HR.

**Internship Details:**

- **Position:** Human Resources Intern
- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Schedule:** [Number of hours] hours per week
- **Reporting Manager:** [Manager Name/Title]

**Nature of Internship:**

This is an unpaid internship. You will not receive financial compensation or benefits. Your role is intended to be educational and for your personal benefit as you gain exposure to recruitment, employee relations, and HR administration.

**Responsibilities:**

Your duties will include, but are not limited to, assisting with job postings, scheduling interviews, maintaining employee records, and supporting general HR projects.

**Confidentiality:**

As an intern, you will have access to sensitive and confidential information. By accepting this offer, you agree to maintain the strict confidentiality of all company and employee data.

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 part-time unpaid internship as described above.

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