

[Date]

[Candidate First Name] [Candidate Last Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you an unpaid internship as a **Diversity and Inclusion (D&I) Intern** at [Company Name]. We were impressed with your passion for fostering equitable environments and believe your contributions will be invaluable to our team.

Internship Details:

- **Start Date:** [Date]
- **End Date:** [Date]
- **Reporting Manager:** [Manager Name/Title]
- **Schedule:** [Number] hours per week
- **Location:** [Remote / Office Address]

Learning Objectives and Responsibilities:

During this internship, you will gain experience in:

- Assisting with the implementation of D&I initiatives and programs.
- Conducting research on industry best practices for workplace equity.
- Supporting internal communications regarding culture and inclusion.
- Analyzing workforce data to help identify areas for organizational growth.

Compensation and Status:

This is an unpaid internship. It is designed to provide you with practical training and educational experience for your professional development. This internship does not constitute an entitlement to a paid job at the conclusion of the program. You [will/will not] receive academic credit for this position.

Terms:

This offer is contingent upon the signing of our standard Confidentiality and Non-Disclosure Agreement. As an intern, you are required to follow all company policies and procedures.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acceptance:

I accept the Unpaid Diversity and Inclusion Internship offer as outlined above.

Signature: _____ Date: _____