

[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 with the Human Resources Operations team at [Company Name]. This internship is designed to provide you with practical experience and professional training in the field of HR administration and operations.

**Internship Details:**

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Reporting Manager:** [Manager Name/Title]
- **Schedule:** [Days of the week] from [Start Time] to [End Time]
- **Location:** [Office Address or Remote]

**Nature of Internship:**

This is an unpaid internship. As an intern, you will not be an employee of the company and will not receive any wages, health insurance, or other employee benefits. You understand that there is no guarantee of employment at the conclusion of your internship.

**Key Learning Objectives:**

During your time with us, you will assist with and learn about:

- Employee lifecycle documentation and records management.
- HRIS data entry and maintenance.
- Recruitment coordination and onboarding processes.
- Compliance tracking and HR policy administration.

**Requirements:**

This offer is contingent upon [Background Check/Verification of Student Status]. You are also required to sign our standard Non-Disclosure and Confidentiality Agreement prior to your start date.

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]

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**Acceptance:**

I accept the unpaid internship offer as outlined above.

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