

[Date]

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

Dear [Candidate Name],

We are pleased to offer you a paid internship at [Company Name] within our Human Resources Department. We were impressed with your background and believe you will be a valuable addition to our team.

**Position:** Human Resources Intern  
**Start Date:** [Start Date]  
**End Date:** [End Date]  
**Supervisor:** [Supervisor Name/Title]

**Compensation:**

You will be compensated at a rate of \$[Amount] per [Hour/Month]. Payments will be made on a [Weekly/Bi-weekly] basis, subject to standard payroll deductions.

**Responsibilities:**

During this internship, you will assist with various HR functions, including recruitment, onboarding, employee records management, and special projects as assigned.

**Terms of Internship:**

This internship is "at-will," meaning either you or the company may terminate the relationship at any time. This offer is contingent upon [Background Check/Reference Check/Proof of Work Eligibility].

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

We look forward to working with you.

Sincerely,

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

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**Acceptance:**

I, [Candidate Name], accept the offer of a Human Resources Internship as outlined above.

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