

[Date]

[Candidate First Name] [Candidate Last Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate First Name],

We are pleased to offer you the position of **Talent Acquisition Intern** at [Company Name]. We were impressed with your skills and enthusiasm, and we believe you will be a valuable addition to our People Team.

Internship Details:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Reporting To:** [Manager Name], [Manager Title]
- **Work Schedule:** [Hours per week / Days of the week]
- **Location:** [Remote / Office Address]

Compensation:

You will be compensated at a rate of \$[Amount] per [Hour/Month]. Payment will be made in accordance with the company's standard payroll schedule.

Key Responsibilities:

During this internship, you will assist with sourcing candidates, scheduling interviews, managing our Applicant Tracking System (ATS), and supporting employer branding initiatives.

Terms of Internship:

This internship is an at-will employment agreement. It does not guarantee permanent employment upon completion. Please note that this offer is contingent upon [Background Check / Reference Check / Proof of Work Eligibility].

To accept this offer, please sign and return this letter by [Deadline Date].

We look forward to having you join our team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acceptance:

I, [Candidate Name], accept the offer for the Talent Acquisition Internship as outlined above.

Signature: _____ Date: _____