

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

[Date]

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

Dear [Candidate Name],

We are pleased to offer you the position of **Employee Relations Intern** at [Company Name]. We were impressed with your skills and background and believe you will be a valuable addition to our Human Resources team.

Internship Details:

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

Compensation:

This is a paid internship. You will be compensated at a rate of \$[Amount] per [Hour/Month], payable in accordance with the company's standard payroll schedule.

Key Responsibilities:

During your internship, you will assist with internal communications, employee engagement initiatives, policy research, and the maintenance of employee records. You will also have the opportunity to observe conflict resolution and performance management processes.

Terms of Internship:

This offer is contingent upon [Background check/Reference check/Proof of eligibility to work]. As an intern, you will be expected to comply with all company policies and confidentiality agreements.

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

We look forward to welcoming you to the team.

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

I accept the offer of the Employee Relations Internship as outlined above.

[Candidate Signature]

[Date]