

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

[Date]

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

**Subject: Offer of Internship - Human Resources**

Dear [Candidate Name],

We are pleased to offer you a position as a Human Resources Intern at [Company Name]. We were impressed with your background and believe you will be a valuable addition to our HR team.

**Internship Details:**

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

**Compensation:**

This is a paid internship. You will be compensated at a rate of \$[Amount] per [Hour/Month]. Payments will be made on a [Weekly/Bi-weekly/Monthly] basis, subject to applicable taxes and withholdings.

**Responsibilities:**

During your internship, you will assist the HR department with various tasks, including recruitment support, employee record management, onboarding activities, and special HR projects.

**Terms of Internship:**

This internship is "at-will," meaning either you or the company may terminate the internship at any time, with or without cause. This offer is contingent upon the successful completion of [Background Check/Drug Screen/Reference Check].

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

We look forward to having you join our team.

Sincerely,

[Signature]  
[Name of Sender]  
[Title]  
[Company Name]

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**Acceptance:**

I, [Candidate Name], accept the offer of internship as outlined above.

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