

Date: [Date]

Candidate Name: [Candidate Name]

Address: [Candidate Address]

Subject: Offer of Internship - Learning and Development

Dear [Candidate Name],

We are pleased to offer you a paid internship as a **Learning and Development Intern** at [Company Name]. We were impressed with your skills and believe you will be a valuable addition to our HR team.

Internship Details:

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

Responsibilities:

In this role, you will assist with training coordination, content development, LMS administration, and evaluating employee development programs.

Compensation:

You will be paid a stipend of [Amount] per [Hour/Month]. Payments will be made on a [Weekly/Monthly] basis, subject to applicable taxes.

Terms and Conditions:

This internship is an at-will position and does not guarantee permanent employment. You will be required to sign a Confidentiality and Non-Disclosure Agreement prior to your start date.

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

We look forward to having you join our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acceptance:

I accept the offer of internship as outlined above.

Signature: _____ Date: _____