

[Company Logo]

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you an internship position within the Compensation and Benefits department at [Company Name]. We were impressed with your credentials and believe you will be a valuable addition to our HR team.

Position Title: Compensation and Benefits Intern

Start Date: [Start Date]

End Date: [End Date]

Supervisor: [Manager Name/Title]

Compensation:

This is a paid internship. You will receive an hourly rate of \$[Amount] per hour, payable on the company's standard bi-weekly payroll schedule. This position is not eligible for company medical benefits, paid time off, or retirement contributions.

Key Responsibilities:

During this internship, your duties will include:

- Assisting with salary benchmarking and market data analysis.
- Supporting the administration of employee health and wellness programs.
- Auditing benefits enrollment data for accuracy.
- Assisting in the preparation of compensation communication materials.

Terms of Internship:

Your internship is "at-will," meaning either you or [Company Name] may terminate the relationship at any time, with or without cause. This offer is contingent upon the successful completion of a background check and providing proof of your legal right to work in the United States.

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

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acceptance:

I, [Candidate Name], accept the offer of a Compensation and Benefits Internship as outlined above.

Signature: _____ Date: _____