

[Date]

[Candidate First Name] [Candidate Last Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Offer of Internship - Human Resources Operations

Dear [Candidate Name],

We are pleased to offer you an internship at [Company Name] in our Human Resources department as an HR Operations Intern. We were impressed with your background and believe you will be a valuable asset to our team.

The details of your internship are as follows:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Reporting Manager:** [Manager Name], [Manager Title]
- **Compensation:** \$[Amount] per [Hour/Month]
- **Work Schedule:** [Number of Hours] hours per week
- **Location:** [Office Address / Remote]

In this role, your primary responsibilities will include assisting with employee data management, supporting the onboarding process, maintaining HR records, and helping with various administrative tasks related to HR operations.

This offer is contingent upon the successful completion of [Background Check / Reference Check / Drug Screening]. Please note that this internship is an at-will employment relationship.

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

We look forward to welcoming you to the team!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acceptance:

I accept the offer of the HR Operations Internship as outlined above.

Signature: _____ Date: _____