

[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 **Human Resources Generalist 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:** [Start Date]
- **End Date:** [End Date/Approximate Duration]
- **Reporting Manager:** [Manager Name/Title]
- **Work Schedule:** [Hours per week/Schedule]

**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.

**Responsibilities:**

As an HR Generalist Intern, you will assist with various functions including recruitment, onboarding, employee record management, benefit administration support, and special HR projects.

**Terms of Internship:**

This internship is "at-will," meaning that either you or the company may terminate the internship relationship at any time, with or without cause. This offer is contingent upon the successful completion of [background checks/reference checks/drug screening].

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

Sincerely,

[Sender Name]  
[Sender Title]

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**Acceptance:**

I accept the offer of the Human Resources Generalist Internship as outlined above.

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