

Date: [Date]

Candidate Name: [Candidate Name]

Address: [Candidate Address]

Dear [Candidate Name],

We are pleased to offer you a position as a **Human Resources Analytics Intern** at [Company Name]. We were impressed with your analytical skills and your interest in data-driven HR solutions.

Internship Details:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Reporting Manager:** [Manager Name/Title]
- **Work Schedule:** [Hours per week/Full-time or Part-time]
- **Compensation:** \$[Amount] per [Hour/Month]

Key Responsibilities:

- Assisting with the collection and cleaning of HR data.
- Creating visualizations and dashboards for recruitment and retention metrics.
- Supporting the HR team in identifying workforce trends.
- Preparing reports for senior management.

Terms and Conditions:

This offer is contingent upon the successful completion of a background check and the signing of our standard Non-Disclosure Agreement (NDA). Please note that this internship does not guarantee permanent employment upon completion.

To accept this offer, please sign and return 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 the Human Resources Analytics Internship as outlined above.

Signature: _____ Date: _____