

[Date]

[Candidate First Name] [Candidate Last Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you the position of **Organizational Development Intern** at [Company Name]. We were impressed with your background and believe your skills will be a valuable asset to our Human Resources and Talent Management team.

Internship Details:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Reporting Manager:** [Manager Name/Title]
- **Work Schedule:** [Number of hours] hours per week
- **Location:** [Remote / Office Address]

Compensation:

This is a paid internship. You will be compensated at a rate of \$[Amount] per [Hour/Month]. Payments will be made on a [Weekly/Bi-weekly] basis, subject to standard payroll deductions.

Responsibilities:

In this role, you will assist with various OD initiatives, including [list 2-3 tasks, e.g., employee engagement surveys, training material development, and culture change projects].

Terms of Internship:

This internship is "at-will," meaning either you or the company may terminate the relationship at any time. This offer is contingent upon the successful completion of [Background Check/Reference Check/Drug Screen].

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, [Candidate Name], accept the offer for the Organizational Development Internship as outlined above.

Signature: _____ Date: _____