

[Date]

[Candidate Name]  
[Candidate Address]  
[City, State, Zip Code]

Dear [Candidate Name],

We are pleased to offer you a position as a **Diversity and Inclusion Intern** at [Company Name]. We were impressed with your background and your commitment to fostering an equitable workplace, and we look forward to having you join our 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:** [Office Address or Remote]

**Compensation:**

This is a paid internship. You will be compensated at a rate of \$[Amount] per [hour/month], payable in accordance with [Company Name]'s standard payroll schedule.

**Key Responsibilities:**

- Assist in the development and implementation of DE&I initiatives and programs.
- Support Employee Resource Groups (ERGs) with administrative and logistical needs.
- Conduct research on industry best practices for workplace inclusion.
- Help analyze diversity data and assist with internal reporting.

**Terms of Internship:**

This offer is contingent upon the successful completion of [background checks/reference checks/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 are excited to work with you and value the perspective you will bring to our diversity and inclusion efforts.

Sincerely,

[Name]  
[Title]  
[Company Name]

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**Acceptance:**

I accept the offer of the Diversity and Inclusion Internship as outlined above.

\_\_\_\_\_  
[Candidate Signature]

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