

[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 **Human Resources Assistant 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/Tentative End Date]
- **Supervisor:** [Manager Name], [Manager Title]
- **Schedule:** [Number of hours] hours per week

Compensation:

This is a paid internship. You will be compensated at a rate of \$[Amount] per [hour/month], payable on the company's standard payroll dates.

Responsibilities:

In this role, your primary duties will include assisting with recruitment processes, updating employee records, supporting onboarding activities, and aiding in various administrative HR projects.

Terms of Internship:

This offer is contingent upon the successful completion of [background checks/reference checks/drug screening]. Please note that this internship is "at-will," meaning either you or the company may terminate the relationship at any time.

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 HR Assistant Internship as outlined above.

Signature: _____ Date: _____