

Internship Offer Letter

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to offer you an internship position in the Human Resources department at [Company Name] for the [duration, e.g., summer semester, fall semester, etc.]. Your internship will commence on [start date] and will conclude on [end date].

During your internship, you will be working closely with the HR team, focusing on various aspects of human resources management, including recruitment, employee engagement, and policy implementation. This internship provides an excellent opportunity to gain practical experience and enhance your skills in a professional environment.

Your schedule will be [full-time/part-time], working [number of hours per week]. The position is [paid/unpaid], and you will receive [details about compensation, if applicable].

Please confirm your acceptance of this offer by signing and returning this letter by [acceptance deadline]. We are excited to have you join our team and look forward to your contributions.

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Intern's Name]

Accepted on: _____