

HiCounselor Internship Offer Letter Template

Important: This document is just a template of an offer letter you can provide to your interns. This document is provided for reference only. The information contained in this document is subject to change and is not intended as, and should not be considered, legal advice. Specific questions about your situation should be directed to appropriate legal counsel.

COMPANY LOGO

Date:

[CANDIDATE NAME]
[Candidate's Address]

Dear **[CANDIDATE FIRST NAME]**,

We would like to offer you the **[Position]** with **[COMPANY NAME]**, effective **[INTERNSHIP START DATE]**.

This is an unpaid internship. You are required to work for **[X HOURS PER WEEK]**. Also, you need to provide **[X DAYS]** of notice period.

Your internship will include mentorship/training which focuses primarily on learning and developing **[Skills]** and gaining a deeper understanding of **[Concept]**.

Your roles and responsibilities during the internship would be:
[MENTION RESPONSIBILITIES]

You will not, at any time, either during the continuance of your internship or after termination of your internship, for any reason divulge the affairs or Confidential Information classified of **[COMPANY NAME]** to any other company, person or persons without the previous written consent of **[COMPANY NAME]**. In addition, you shall not use or attempt to use any information which you may acquire in the course of your internship, in any manner which may injure or cause loss or be calculated to injure or cause loss to **[COMPANY NAME]**.

We hope that you will accept our offer to join the company. You may indicate your agreement with these terms and accept this offer by signing and returning this offer letter to me. This offer, if not accepted, will expire at the close of business on **[LAST DATE TO ACCEPT THE OFFER]**.

Again, congratulations and we look forward to working with you this coming year.

Sincerely,

[RECRUITER OR HIRING MANAGER NAME]
[DESIGNATION]

I have read and accept this internship offer:

[Signature of Employee]

Dated: _____