

Unpaid Internship Offer Template

Subject: Internship Opportunity - [Organization Name]

Dear [Student Name],

We are pleased to offer you an unpaid internship position with [Organization Name] in our [Department]. This educational opportunity is designed to provide hands-on experience and professional development in [Field].

INTERNSHIP STRUCTURE:

Position: [Title]

Schedule: [Days/Hours] per week

Duration: [Start Date] through [End Date]

Academic Credit: Eligible for [Number] academic credits through your institution

Supervisor: [Name, Title]

LEARNING OBJECTIVES:

- Gain practical experience in [specific areas]
- Develop professional skills through mentorship
- Complete a capstone project for portfolio development
- Network with industry professionals
- Attend professional development workshops

This unpaid position complies with [Federal/State] guidelines as it primarily benefits your educational and career development. You will receive meaningful work experience, not perform routine administrative tasks.

REQUIREMENTS:

- Current enrollment in relevant academic program
- Academic credit arrangement with your school
- Commitment to full internship duration
- Professional conduct and confidentiality

We provide a supportive learning environment with regular feedback and career guidance. Upon completion, you'll receive a letter of recommendation and professional references.

Please respond by [Date] to secure your position.

Sincerely,

[Name]

[Title]

[Organization]

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