

Unpaid Internship Offer Letter

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Intern's Name]

[Intern's Address]

[City, State, ZIP Code]

Dear [Intern's Name],

We are pleased to offer you the opportunity to join [Company Name] as an unpaid intern in the [Department/Team Name]. Your skills and qualifications align well with our requirements, and we believe that your contributions will add value to our projects and initiatives.

Internship Details:

- Position: Unpaid Intern
- Department/Team: [Department/Team Name]
- Start Date: [Start Date]
- End Date: [End Date]
- Weekly Hours: [Number of Hours] hours per week
- Reporting to: [Supervisor's Name and Title]
- Location: [Office Location, if applicable]

Duties and Responsibilities:

During your internship, you will be involved in various tasks and projects related to [brief description of internship responsibilities]. Your duties may include but are not limited to:

- [Task/Project 1]

- [Task/Project 2]

- [Task/Project 3]

Please note that as an unpaid intern, you will not be entitled to monetary compensation for your work.

Benefits and Learning Opportunities:

While this internship is unpaid, you will gain valuable experience and insights into the [industry/field name]. We are committed to providing you with a supportive learning environment and opportunities to enhance your skills, including:

- Hands-on experience in [specific skills/technologies]
- Networking opportunities with professionals in the [industry/field]
- [Any other benefits or learning opportunities]

Your Commitment:

By accepting this internship offer, you agree to:

- Abide by [Company Name]'s policies, guidelines, and code of conduct.
- Maintain confidentiality of any sensitive information you may have access to during your internship.
- Complete your assigned tasks and projects in a timely and efficient manner.
- Seek guidance and ask questions when necessary to ensure your understanding of tasks.
- Participate in regular check-ins and evaluations with your supervisor.

Please confirm your acceptance of this unpaid internship offer by [Acceptance Deadline]. You can reach us at [Contact Information] to discuss any questions you may have or to provide your acceptance.

We are excited to welcome you to our team and look forward to a productive and enriching internship experience.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

[Enclosure: Internship Agreement (if applicable)]