

Formal unpaid internship offer letter

Subject: Offer for Unpaid Internship

Dear [Intern's Name],

We are pleased to offer you an internship position with [Company Name] in the [Department Name] for the period of [Start Date] to [End Date].

This internship is an unpaid opportunity aimed at providing you with practical experience and exposure in [Field/Industry].

You will be expected to assist with [Brief Description of Responsibilities].

Please acknowledge your acceptance of this offer by replying to this message at your earliest convenience.

We look forward to welcoming you to our team.

Sincerely,

[Your Name]

[Title]

[Company Name]

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