

## Official unpaid internship offer letter

Subject: Official Internship Offer “ Unpaid Position

Dear [Intern's Name],

On behalf of [Company Name], I am pleased to officially offer you an unpaid internship in the [Department Name] from [Start Date] to [End Date].

This internship aims to provide substantial professional development and exposure to industry practices.

Please find attached the internship guidelines and responsibilities.

We request your confirmation via email at the earliest to initiate your onboarding process.

Sincerely,

[Your Name]

[Title]

[Company Name]

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