### Internship offer letter sample

Dear [Candidate Name],

[Company Name] is excited to offer you an internship position in our [department name] department, with the expected start date of [start date] and end date of [end date].

As an intern, this is not a paid position, which means you will not receive wages or be eligible for benefits such as [unemployment, health insurance, PTO, sick pay, etc.]

However, we may consider you for a paid position in the future based on your performance and behavior throughout your internship.

Throughout your internship, you may be given access to confidential information belonging to [company name]. For this reason, before starting your internship, you will sign a confidentiality agreement with the business.

We look forward to working with you. Please do reach out to us directly if you have any queries.

Sincerely,

[Sender name]

[Signatures]

[Date]

[Candidate signature]