

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Internship Offer - Executive Search Intern

Dear [Candidate Name],

We are pleased to offer you an internship position at [Company Name] within our Executive Search division. We were impressed with your credentials and believe you will be a valuable addition to our research and recruitment team.

Internship Details:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Position Title:** Executive Search Intern
- **Supervisor:** [Supervisor Name/Title]
- **Location:** [Office Address / Remote]
- **Compensation:** [Stipend Amount / Hourly Rate / Unpaid]
- **Work Schedule:** [Days and Hours per week]

Key Responsibilities:

- Assisting in the identification and mapping of high-level executive talent.
- Conducting market research and industry analysis.
- Supporting consultants in candidate outreach and screening processes.
- Maintaining and updating the executive database/CRM.

Please note that this internship is an at-will agreement and does not guarantee full-time employment upon completion. This offer is contingent upon [Background Check / Reference Check / Proof of Eligibility to Work].

To accept this offer, please sign and return this letter by [Deadline Date].

We look forward to having you join our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acceptance:

I accept the offer of internship as outlined above.

Signature: _____ Date: _____