

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Offer of Unpaid Academic Internship

Dear [Candidate Name],

We are pleased to offer you an unpaid academic internship at [Company/Institution Name] within the [Department Name] department. This internship is designed to provide you with practical experience and training related to your field of study.

Internship Details:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Supervisor:** [Supervisor Name/Title]
- **Weekly Schedule:** [Days/Hours per week]

Nature of Internship:

This position is an unpaid academic internship. You will not receive financial compensation or benefits. The primary purpose of this placement is educational, and your activities will be performed for your own benefit and learning.

Academic Credit:

We understand that this internship is part of your academic program. [Company/Institution Name] will cooperate with your educational institution to provide the necessary documentation for you to receive academic credit for your service.

Responsibilities:

During your internship, your primary duties will include: [List 2-3 key learning objectives/tasks].

Confidentiality:

As an intern, you may have access to confidential information. By accepting this offer, you agree to maintain the confidentiality of all proprietary data and internal processes.

Please confirm your acceptance of this internship by signing and returning this letter by [Deadline Date].

Sincerely,

[Your Name]

[Your Title]

[Company/Institution Name]

Acceptance:

I accept the unpaid academic internship as outlined above.

Signature: _____ Date: _____