

# Internship Agreement Letter

Date: [Insert Date]

To,

[Intern's Name]  
[Intern's Address]  
[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to offer you an internship position at [Company Name] in the [Department/Area] for the duration of [Duration of Internship] starting from [Start Date] to [End Date].

During your internship, you will be expected to perform the following tasks:

- [Task 1]
- [Task 2]
- [Task 3]

This internship is [paid/unpaid] and you will receive [stipend/benefits if applicable]. You will report directly to [Supervisor's Name] who will provide guidance and feedback throughout your internship.

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

We look forward to welcoming you to our team!

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]

-----

Intern's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_