

Internship Collaboration Framework

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to outline the framework for our collaboration regarding internship opportunities between [Your Organization] and [Recipient Organization]. This collaboration aims to enhance the professional development of students while providing valuable support to our organizations.

Objectives

- Provide meaningful internship opportunities for students.
- Facilitate skills development and work experience.
- Enhance collaboration between academic and professional sectors.

Roles and Responsibilities

[Your Organization's Responsibilities]

[Recipient Organization's Responsibilities]

Duration of Internship

The internship program will commence on [Start Date] and conclude on [End Date].

Evaluation and Feedback

Regular evaluation sessions will be scheduled to assess the progress of interns and provide feedback to enhance their experience.

We look forward to a successful partnership and positive outcomes for all parties involved. Please do not hesitate to contact us with any questions or for further discussion.

Thank you for your collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]