

Internship Engagement Accord

Date: [Insert Date]

To: [Intern's Name]

Address: [Intern's Address]

Subject: Internship Engagement Accord

Dear [Intern's Name],

We are pleased to confirm your internship with [Company Name] starting from [Start Date] to [End Date]. This letter outlines the terms of your engagement with us.

1. Internship Details

- **Position:** [Internship Position]
- **Supervisor:** [Supervisor's Name]
- **Working Hours:** [Working Hours]
- **Compensation:** [Stipend/Unpaid]

2. Responsibilities

You are expected to:

- Assist with [Task 1]
- Participate in [Task 2]
- Complete [Task 3]

3. Confidentiality

During your internship, you may come across confidential information. It is imperative to maintain confidentiality throughout your engagement and after.

4. Termination

Either party may terminate this arrangement with [notice period] notice.

Please sign and return a copy of this letter to confirm your acceptance of these terms.

We look forward to your contributions and wish you a fruitful internship experience.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]

Accepted by:

[Intern's Name]

Date: _____