

Internship Program Agreement

Date: [Insert Date]

To,

[Intern's Name]

[Intern's Address]

Dear [Intern's Name],

We are pleased to offer you an internship position at [Company Name]. This agreement outlines the terms and conditions of your internship program.

Internship Details:

- **Position:** [Internship Position]
- **Duration:** [Start Date] to [End Date]
- **Work Schedule:** [Days and Hours]
- **Stipend:** [Amount, if applicable]

Responsibilities:

You are expected to perform the following tasks during your internship:

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

Confidentiality Agreement:

By signing this agreement, you agree to keep all company information confidential.

Acceptance:

To accept this offer, please sign and return a copy of this agreement by [Acceptance Deadline].

We look forward to having you as part of our team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

Acceptance of Agreement:

I, [Intern's Name], accept the terms of this internship program.

Signature: _____

Date: _____