

Internship Terms and Conditions

Date: [Insert Date]

Internship Organization: [Insert Organization Name]

Intern Name: [Insert Intern Name]

Position: [Insert Position]

1. Duration of Internship

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

2. Working Hours

The intern is expected to work [Insert Hours, e.g., 9 AM to 5 PM] on [Insert Days].

3. Compensation

This internship is [Paid/Unpaid]. If paid, the intern will receive [Insert Amount] per [hour/week/month].

4. Responsibilities

The intern agrees to perform the following duties: [List Responsibilities].

5. Confidentiality

The intern agrees to maintain confidentiality about all internal matters of the organization.

6. Termination

This agreement may be terminated by either party with [Insert Notice Period] notice.

7. Acceptance

By signing below, both parties agree to the terms and conditions outlined above.

Intern Signature: _____ **Date:** _____

Organization Representative Signature: _____ **Date:**
