

Internship Placement Understanding

Date: [Insert Date]

To Whom It May Concern,

This letter serves as an understanding between [Student's Name], a student at [Institution's Name], and [Company's Name] regarding the internship placement opportunities for the duration of [insert period].

Internship Details

- **Position:** [Internship Position]
- **Department:** [Department Name]
- **Supervisor:** [Supervisor's Name]
- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Work Hours:** [Work Hours per Week]

Responsibilities

[Brief Description of Intern Responsibilities]

Compensation

[Details on Stipend/Compensation Structure]

Confidentiality

[Confidentiality Agreement Details]

Acceptance

Please sign below to acknowledge your understanding and acceptance of the terms outlined in this letter.

_____ [Student's Name] (Student)

_____ [Company Representative's Name] (Company Representative)

Thank you for this opportunity.

Sincerely,

[Your Name]

[Your Contact Information]