

Internship Terms and Expectations

Date: [Insert Date]

Dear [Intern's Name],

We are pleased to welcome you as an intern at [Company/Organization Name]. This letter outlines the terms and expectations of your internship.

Internship Details

- **Internship Position:** [Position Title]
- **Department:** [Department Name]
- **Duration:** [Start Date] to [End Date]
- **Working Hours:** [Hours per Week]
- **Supervisor:** [Supervisor's Name and Title]

Responsibilities

As an intern, you are expected to:

- Participate in training sessions and workshops.
- Assist with [specific tasks or projects relevant to the internship].
- Adhere to company policies and procedures.
- Provide regular updates to your supervisor.

Expectations

We expect you to:

- Be punctual and reliable.
- Communicate openly and professionally.
- Show initiative and a willingness to learn.

Compensation

[Include information about stipend, if applicable, or state if the internship is unpaid.]

We are excited to have you join our team and look forward to your contributions. Please sign and return a copy of this letter by [Return Date] to confirm your acceptance of these terms.

Sincerely,

[Your Name]
[Your Title]
[Company/Organization Name]

Acceptance

I, [Intern's Name], agree to the terms and expectations outlined in this letter.

Signature: _____

Date: _____