

# Internship Position 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] for the position of [Internship Position Title]. This internship will commence on [Start Date] and conclude on [End Date]. During this time, you will report to [Supervisor's Name] and will be responsible for [Brief Description of Responsibilities].

## Internship Details:

- **Location:** [Company Address]
- **Compensation:** [Paid/Unpaid, specify amount if paid]
- **Working Hours:** [Number of hours per week, e.g., 20 hours/week]

By signing this agreement, you acknowledge that you understand the terms of this internship and agree to abide by the policies of [Company Name].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email Address]

## Intern's Acceptance:

I, [Intern's Name], accept the terms of this internship position as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_