

Internship 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 letter serves as a formal agreement for your participation in the internship program.

Internship Details

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Department:** [Department Name]
- **Supervisor:** [Supervisor's Name]
- **Stipend:** [Stipend Amount, if applicable]

Responsibilities

As an intern, you will be expected to perform the following tasks:

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

Confidentiality

You agree to maintain confidentiality regarding any proprietary information obtained during your internship.

Signature

Please sign below to indicate your acceptance of this internship agreement:

[Intern's Name]

Date: _____

We look forward to working with you!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]