

Internship agreement letter

Subject: Agreement for Internship

Dear [Intern's Name],

We are delighted to offer you an internship at [Company Name], commencing on [Start Date] and ending on [End Date]. This preliminary agreement outlines the key terms.

- Position: Intern " [Department]
- Duration: [Number of Months]
- Stipend: [Amount, if applicable]
- Work Hours: [Hours per week]
- Supervision: You will report to [Supervisor Name].

This internship provides an opportunity to gain practical experience and does not guarantee future employment unless specifically offered.

We look forward to working with you during this internship.

Sincerely,

[Employer Name]

[Employer Position]

Acknowledged by:

[Intern Name]

[Signature]

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