

INTERNSHIP LETTER AGREEMENT

Location: _____ Date: _____

Intern Information:

Full Name: _____

University/School: _____

Major/Field of Study: _____

Contact Information: _____

Company Information:

Company Name: _____

Supervisor Name: _____

Supervisor Contact: _____

Internship Details:

Position / Title: _____

Duration (Start - End): _____

Work Schedule: _____

Stipend and Benefits:

Stipend Amount: _____ USD

Payment Schedule: _____

Clause 1 – Internship Purpose

This Internship Letter Agreement ("Agreement") sets forth the terms and conditions under which the Intern will engage in an internship with the Company. The internship is intended to provide the Intern with practical experience and training related to their field of study.

Clause 2 – Internship Term

The internship shall commence on the date agreed upon by both parties and shall continue for the duration specified above, unless terminated earlier in accordance with this Agreement.

Clause 3 – Duties and Responsibilities

The Intern agrees to perform the duties and responsibilities assigned by the Supervisor to the best of their abilities, comply with all Company policies, and conduct themselves professionally at all times.

Clause 4 – Supervision

The Company shall provide the Intern with supervision, guidance, and support necessary to facilitate the learning experience. The Supervisor named above shall be the primary contact for the Intern.

Clause 5 – Compensation

The Intern shall receive a stipend as indicated above, subject to applicable tax withholdings and deductions. The stipend is the sole compensation for the internship and does not constitute employment.

Clause 6 – Benefits

The Intern acknowledges and agrees that they are not entitled to employee benefits including, but not limited to, health insurance, retirement benefits, or paid leave.

Clause 7 – Confidentiality

The Intern shall maintain the confidentiality of all proprietary and confidential information of the Company and shall not disclose such information to any third party without prior written consent.

Clause 8 – Intellectual Property

Any intellectual property created or developed by the Intern during the course of the internship related to the Company's business shall be the exclusive property of the Company.

Clause 9 – Compliance with Laws

The Intern agrees to comply with all applicable federal, state, and local laws and regulations in connection with their internship activities.

Clause 10 – Termination

Either party may terminate this Agreement at any time, with or without cause, upon written notice to the other party. Upon termination, the Intern shall return all Company property and confidential information.

Clause 11 – No Employment Relationship

The parties acknowledge that this Agreement does not create an employment relationship and that the Intern is not entitled to wages, benefits, or other rights of an employee.

Clause 12 – Liability and Indemnification

The Intern agrees to indemnify and hold harmless the Company from any claims, liabilities, or damages arising out of the Intern's actions during the internship, except to the extent caused by the Company's gross negligence or willful misconduct.

Clause 13 – Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the United States of America and the applicable state law where the Company is located.

Clause 14 – Entire Agreement

This Agreement constitutes the entire understanding between the parties with respect to the internship and supersedes all prior agreements or understandings, whether written or oral.

Clause 15 – Amendments

Any amendments or modifications to this Agreement must be in writing and signed by both parties.

Clause 16 – Severability

If any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

Clause 17 – Acknowledgment

The Intern acknowledges that they have read, understood, and agree to the terms and conditions set forth in this Agreement.

Clause 18 – Notices

All notices under this Agreement shall be in writing and delivered personally, by certified mail, or by recognized

overnight courier to the addresses specified herein.

Clause 19 – Counterparts; Electronic Signatures

This Agreement may be executed in counterparts, including by electronic signature, each of which shall be deemed an original and all of which together constitute one and the same instrument.

Clause 20 – Signatures

The parties have executed this Internship Letter Agreement as of the date indicated above by their authorized representatives.

INTERN SIGNATURE

COMPANY REPRESENTATIVE SIGNATURE

Signature: _____

Signature: _____

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