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INTERNSHIP OFFER LETTER

[Company name]

[Company address]

[Date]

Dear [Intern's full name],

We're pleased to offer you an internship with [Company name] ("the Company"). This letter sets out the terms. Please read it carefully, and sign at the bottom if you accept.

1. Internship position

Title: [e.g. Marketing Intern]

Department or team: [department]

Supervisor: [supervisor's name and title]

Location: ☐ On site at [address] ☐ Remote ☐ Hybrid: [describe]

2. Dates and schedule

The internship starts on [start date] and ends on [end date]. It is a temporary position that ends on the end date unless both of us agree in writing to change it.

You're expected to work about [number] hours per week, on [days and times]. We'll adjust your schedule reasonably around your classes and exams if you tell us in advance.

3. What you'll learn and do

Your supervisor will train and supervise you. During the internship, you'll work on:

- [learning goal or project 1]
- [learning goal or project 2]
- [learning goal or project 3]

Your supervisor will meet with you at least [weekly / every two weeks] to review your progress and give feedback.

4. Pay

Choose one and delete the other.

☐ **Paid internship.** You'll be paid [\$ amount] per hour, paid [weekly / every two weeks] through our normal payroll. You'll be paid for all hours worked, including overtime at the rate required by law if you work more than 40 hours in a workweek. Please record your hours accurately, and don't work hours your supervisor hasn't approved. Payroll taxes will be withheld as required by law.

☐ **Unpaid internship.** This internship is unpaid. You and the Company both understand that you are not expecting compensation for the internship, and that completing it does not entitle you to a paid job with the Company. The internship is designed as a training experience for your benefit, is tied to your education as described in section 5, and your work will complement, not replace, the work of our paid employees.

Other benefits, if any: [e.g. stipend for transit of \$ amount per month, laptop provided, or "None"]

5. Academic credit

☐ This internship is for academic credit through [school name and program]. We'll complete any forms and evaluations your school requires on time.

☐ This internship is not for academic credit.

6. Conditions

This offer depends on:

- [e.g. proof of current enrollment at school name]
- [e.g. proof of your identity and authorization to work in the United States, for paid internships]
- [any other condition, or "No other conditions"]

7. Policies and conduct

You'll follow the Company's workplace policies that apply to interns, including [e.g. the employee handbook, IT and security policy]. We'll give you copies on your first day.

8. Confidentiality

During and after the internship, you'll keep confidential any non-public information about the Company, its clients and its employees that you learn during the internship, and you'll use it only for your internship work. This doesn't stop you from reporting possible violations of law to a government agency or from discussing your own pay and working conditions where the law protects that.

9. Work you create

Anything you create for the Company as part of the internship belongs to the Company. With your supervisor's written approval, you may use [describe, e.g. "non-confidential samples of your work"] in your portfolio or school assignments.

10. Ending the internship early

Either of us may end the internship before the end date by giving [number] days' notice, or immediately for serious misconduct. If the internship is paid, you'll be paid for all hours worked up to the last day.

11. The whole agreement

This letter is the whole agreement about your internship. It replaces anything said or written before. Any change must be in writing and signed by both of us. The laws of the State of [State] apply.

We agree this letter may be signed electronically and in counterparts, and an electronic signature has the same effect as a handwritten one.

To accept, please sign below by [acceptance deadline]. If you have questions, contact [name] at [email or phone].

We're looking forward to working with you.

Sincerely,

[Name]

[Title], [Company name]

Acceptance

I've read this letter and accept the internship on these terms.

Signatures

Employer

Signature: _____

Name: [full name]

Date: [date]

Intern

Signature: _____

Name: [full name]

Date: [date]