

INTERNSHIP OFFER LETTER

Applicant Name: _____

Position/Internship Title: _____

Department/Team: _____

Dear Applicant,

We are pleased to offer you an internship position with our organization. This letter outlines the terms and conditions of your internship. Please read this carefully and confirm your acceptance by signing below.

1. Internship Details:

Position: Intern

Supervisor: _____

Location: _____

Expected Duration: _____

Working Hours: _____

Start Date: _____

End Date: _____

2. Remuneration and Benefits:

This internship is [unpaid/paid] with a stipend of \$_____ per [hour/week/month]. No additional benefits or compensation will be provided unless otherwise agreed in writing.

3. Duties and Responsibilities:

As an intern, you agree to perform assigned tasks diligently, comply with company policies, and maintain confidentiality of all proprietary information. You will report to your supervisor and participate in training and meetings as required.

4. Confidentiality and Intellectual Property:

You acknowledge that all information, data, and materials related to the organization are confidential. You agree not to disclose any confidential information during or after the internship. All work products created during the internship shall be the sole property of the organization.

5. Termination:

Either party may terminate this internship at any time, with or without cause, by providing written notice. Upon termination, you agree to return all property belonging to the organization.

6. Compliance with Laws and Policies:

You agree to abide by all applicable laws, regulations, and organizational policies throughout the internship period.

7. No Employment Relationship:

This internship does not constitute an employment relationship. You understand that you are not entitled to employee benefits or protections.

8. Governing Law:

This Agreement shall be governed by and construed in accordance with the laws of Canada, without regard to its conflict of law principles.

9. Entire Agreement:

This Agreement constitutes the entire understanding between you and the organization regarding the internship and supersedes all prior agreements or understandings.

Please indicate your acceptance of these terms by signing below and returning a signed copy of this letter.

Organization Representative

Intern Applicant

Name: _____

Name: _____

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

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