

# INTERNSHIP COMPLETION LETTER

To Whom It May Concern:

This letter certifies that the individual named below has successfully completed an internship program with our organization. This confirmation is provided in accordance with all applicable United States laws and regulations governing internship agreements and employment practices.

## **Intern Information:**

Full Name: \_\_\_\_\_  
University / Institution: \_\_\_\_\_  
Major / Field of Study: \_\_\_\_\_  
Internship Period: \_\_\_\_\_

## **Organization Information:**

Organization Name: \_\_\_\_\_  
Department / Unit: \_\_\_\_\_  
Supervisor Name and Title: \_\_\_\_\_

## **Internship Details and Confirmation:**

The intern performed duties and responsibilities consistent with the internship description, including but not limited to assignments, projects, and other tasks designated by the supervisor. The organization affirms that the intern completed the internship in a satisfactory manner, demonstrating professionalism, adherence to company policies, and commitment to learning objectives.

## **Compliance with Laws and Regulations**

The organization confirms that this internship complies with all applicable federal, state, and local laws, including labor laws and regulations governing internships, unpaid or paid, as applicable. This letter is provided for the sole purpose of confirming internship completion and does not constitute an offer of employment or guarantee of future employment.

## **Confidentiality and Intellectual Property**

The intern agrees to maintain confidentiality of any proprietary or sensitive information encountered during the internship, and all intellectual property arising from work performed during the internship shall be the sole property of the organization, unless otherwise agreed in writing.

## **No Liability and Indemnification**

The organization shall not be liable for any injury, loss, or damages suffered by the intern during the course of the internship, except as required by law. The intern agrees to indemnify and hold harmless the organization from any claims arising out of the intern's actions during the internship.

## **Governing Law and Jurisdiction**

This letter and its interpretation shall be governed by the laws of the United States and the appropriate state jurisdiction where the organization is located. Any disputes arising shall be resolved in the courts of said jurisdiction.

If further information is required, please do not hesitate to contact the organization at the address provided above.

**AUTHORIZED SIGNATORY**

**INTERN**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Original source of this document:

<https://letterdocs-us.com/internship-completion-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://letterdocs-us.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.  
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.  
It is recommended to consult a legal professional for each specific case.