

UNPAID INTERNSHIP OFFER LETTER

Applicant Name:

Internship Position:

Internship Offer Details:

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

Internship Term:

The internship will commence on the mutually agreed start date and continue until the agreed end date or until terminated by either party. Note that this internship is unpaid and does not constitute employment.

Duties and Responsibilities:

You will perform tasks and projects as assigned by your supervisor. You are expected to comply with company policies, maintain confidentiality, and conduct yourself in a professional manner throughout your internship.

Compensation and Benefits:

This internship is unpaid. You will not receive a salary, stipend, or any other form of monetary compensation. You may be eligible for academic credit if applicable under your educational institution's guidelines.

Confidentiality and Intellectual Property:

You agree to keep confidential all proprietary information disclosed during this internship and not to disclose or use such information outside the scope of this internship. Any inventions, discoveries, or works created during the internship shall be the sole property of the company.

At-Will Internship and Termination:

Either you or the company may terminate this internship relationship at any time, with or without cause or prior notice. Termination of the internship does not entitle you to any compensation or benefits.

Compliance with Laws and Policies:

You agree to abide by all applicable laws and company policies during your internship. Failure to comply may result in immediate termination.

No Employment Relationship:

This internship does not create an employment relationship and you are not entitled to any employment benefits. This letter does not guarantee future employment.

Governing Law and Jurisdiction:

This agreement shall be governed by and construed in accordance with the laws of the United States and the State in which the company is located, without regard to conflict of law principles. Any disputes arising from this agreement shall be subject to the exclusive jurisdiction of the state and federal courts located therein.

Acknowledgment and Acceptance:

By signing below, you acknowledge that you have read, understood, and agree to the terms and conditions of this unpaid internship offer.

INTERNSHIP CANDIDATE SIGNATURE

COMPANY REPRESENTATIVE SIGNATURE

Signature: _____

Signature: _____

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