

Internship Offer and Agreement

An offer and agreement for an internship, signed by the company and accepted by the intern. Template v1.0.

Date: _____

Company: _____

Intern: _____

The Company is pleased to offer the Intern an internship on the terms below.

1. The internship

Internship role: _____

Start date: _____

End date: _____

Hours: _____

Location or remote: _____

Supervisor: _____

The internship is a learning placement for a fixed period. It ends on the end date unless both parties agree in writing to extend it. Hours stay within any limits the law sets, including limits for students.

2. Pay or stipend

Pay or stipend: _____

Payments are made after any deductions the law requires. Where the law requires interns to be paid, the Company pays at least the minimum wage. The internship is unpaid only where the law allows it, for example when it is a required part of a course of study. The Company repays reasonable expenses it approves in advance.

3. Learning goals

The Supervisor will guide the Intern, give regular feedback and review progress with them during the internship.

4. Conduct

The Intern will follow the Company's reasonable policies, treat others with respect and keep to the agreed hours. The Company will provide a safe workplace and the same protection from harassment and discrimination it gives its staff.

5. Confidentiality

The Intern will keep the Company's confidential information private during and after the internship and use it only for the internship. This does not cover information that is public or that the law requires to be shared.

6. Intellectual property

Work the Intern creates for the Company during the internship belongs to the Company. The Intern may describe their role and the skills they gained in a resume or a course report, without disclosing confidential information.

7. Ending early

Either party may end the internship early by giving one week of written notice, or more if the law requires it. The Company pays for all time worked up to the last day.

8. No promise of a job

This internship does not promise a job after it ends. Any job offer would be made separately in writing.

9. Certificate

When the Intern completes the internship, the Company will give them a certificate or letter confirming the role, the dates and the work done.

10. Acceptance

The Intern accepts this offer by signing below. If the Intern is under the age of majority, the Company will get any consent from a parent or guardian that the law requires before the start date.

School or college, if any (the Intern fills this in): _____

For the Company

Signature

Name

Date

Title

Intern

Signature

Name

Date

Email