**[COMPANY LETTERHEAD]**

**[INTERN NAME]**

**[INTERN ADDRESS]**

**[INTERN ADDRESS]**

Dear **[INTERN NAME]**,

**PRINCIPLE STATEMENT OF TERMS AND**

**CONDITIONS OF YOUR INTERNSHIP**

Welcome to **[COMPANY NAME]**.

This document outlines the Terms and Conditions which apply to your Internship with **[COMPANY NAME]**.

I agree understand that purpose of this agreement is to expand upon my knowledge and experience in the field of **[AREA OF BUSINESS]**. I also agree and understand that I will be evaluated by my supervisor as to the development and knowledge of the learning and educational experience with to maintain regular contact with **[COMPANY NAME]**.

1. The commencement date of your intern placement is **[BEGIN DATE].**
2. Your intern placement will be for a fixed period of **[LENGTH OF INTERNSHIP]**, and end on **[END DATE]**. If all goes well and the business is progressing well, there is the possibility of a permanent role. These opportunities will be discussed with you towards the end of the placement.
3. Your work base will be at the office located at **[OFFICE LOCATION]**, however **[COMPANY NAME]** reserves the right, with appropriate consultation with you, to change your work base location should the needs of the business require of change of your work location.
4. Your expected working hours will be **[hours per week]** hours week Monday to Friday. **[COMPANY NAME]** may require you to vary the pattern of your working hours if required on a temporary or permanent basis should the needs of the post require this (for example, meetings, calls, contact with customers or external bodies).
5. Overtime payments will not be paid. **[DELETE IF UNPAID]**
6. You will be subject to the terms and conditions as agreed and amended from time to time by **[COMPANY NAME]** as outlined in any of its policies, procedures, handbooks and other relevant documents.
7. The salary for your role is $**[wage per hour]** per hour. [**OR]** This is an unpaid internship and no compensation will be made for duties provided for **[COMPANY NAME].**
8. If **[COMPANY NAME]** makes an overpayment to you to which you are not entitled, or is more than that to which you are entitled for whatever reason, you agree to allow **[COMPANY NAME]** to recover the overpayment by deductions from your salary or other payments due to you. Any deductions will normally be made over the same period that the overpayment was made. It is in your interests to regularly check your pay check details. **[DELETE IF UNPAID]**
9. You will be paid **[frequency of payment]** for the hours worked in the previous pay period. A pay period is from **[pay period start]** to **[pay period end]**. **[DELETE IF UNPAID]**
10. You are obliged to give **[COMPANY NAME]** two weeks’ notice to terminate your internship. **[COMPANY NAME]** is obliged to give you two weeks notice before terminating your internship.
11. You are required to report any sickness absence as soon as is practicably possible to your immediate supervisor and provide a doctors explanation of sickness where sickness lasts three days or more.
12. During the course of this Internship, it may be necessary for **[COMPANY NAME]** to share proprietary information, including trade secrets, industry knowledge, and other confidential information, to you in order for you to complete your designated duties. As an intern will not share any of this proprietary information at any time, even after the termination or expiration of this internship. You also will not use any of this proprietary information for your personal benefit at any time, even after the termination or expiration of this internship.
13. You hereby agree that, while you are an intern with **[COMPANY NAME]** and for one (1) year following the termination or expiration of your internship with **[COMPANY NAME]**, you will not (i) recruit, attempt to recruit or directly or indirectly participate in the recruitment of, any **[COMPANY NAME]** employee or (ii) directly or indirectly solicit, attempt to solicit, canvass or interfere with any customer or supplier of **[COMPANY NAME]** in a manner that conflicts with or interferes in the business of **[COMPANY NAME]** as conducted with such customer or supplier.
14. This document does not serve as an employment contract, but rather specifies the goals, intent and details of the Internship. This agreement constitutes the entire agreement of the parties with respect to the Internship. There is no guarantee or expectation of employment with **[COMPANY NAME]** at the conclusion of this internship. Any offer of employment will be at the sole discretion of **[COMPANY NAME]**.

If you are in agreement with the above terms and conditions please sign both copies of this statement, retain one and return the other to me.

Yours sincerely,

**[COMPANY NAME]**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**[authorized signatory of company]**

**I accept this appointment on the terms and conditions stated above, and agree to the following:**

SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[INTERN NAME]**

**[INTERN ADDRESS]**

**[INTERN ADDRESS]**

**[INTERN PHONE]**

**[INTERN EMAIL]**

DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_