

On letterhead

This Internship Agreement ("Agreement") is made and entered into on this [Date] by and between:

**Company Name:** [Company Name]

**Company Address:** [Company Address]

**Phone Number:** [Company Phone Number]

**Email:** [Company Email]

AND

**Intern Name:** [Intern Name]

**Intern Address:** [Intern Address]

**Phone Number:** [Intern Phone Number]

**Email:** [Intern Email]

### 1. Internship Period:

The internship will begin on [Start Date] and will conclude on [End Date]. This internship is non-renewable.

### 2. Internship Role and Responsibilities:

The intern will be working in the [Department/Team] and will undertake the following tasks and responsibilities:

- [List of specific duties and tasks assigned to the intern]

### 3. Working Hours:

The intern will work for [Number] hours per week, from [Start Time] to [End Time], during the [Days of the Week].

### 4. Compensation:

The intern will be compensated as follows:

- [Paid/Unpaid]
- If paid, the intern will receive a stipend of [Amount] per [Week/Month].
- [If applicable, mention benefits like travel allowance, meals, etc.]

### 5. Confidentiality:

The intern agrees to keep all company information, trade secrets, and any other confidential material strictly confidential during the internship and after the conclusion of the internship.

### 6. Mentorship and Supervision:

The intern will be supervised by [Supervisor Name] or another designated person from the company. Regular feedback and guidance will be provided.

**For More Details contact S2S Biz Solutions, N/6/321, Jaydev Vihar, Bhubaneswar - 751015  
M: 9776030005 / 9178343858 E: hello@s2sbizsolutions.com**

## **7. Evaluation:**

At the end of the internship, the intern's performance will be evaluated, and a certificate of completion will be issued if the intern has fulfilled all the required obligations.

## **8. Termination:**

Either party may terminate this agreement with [Number] days written notice. The company may terminate the internship immediately in case of violation of company policies or misconduct.

## **9. No Employment Relationship:**

The intern understands and acknowledges that this agreement does not create an employment relationship between the intern and the company. The intern is not entitled to any of the benefits or protections provided to employees.

## **10. Intellectual Property:**

Any work created by the intern during the internship, including but not limited to reports, documents, designs, and other intellectual property, shall be the property of [Company Name].

## **11. Miscellaneous:**

- Any disputes arising under this Agreement shall be resolved in accordance with the laws of [Jurisdiction].
- This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements.

IN WITNESS WHEREOF, the parties hereto have executed this Internship Agreement as of the date first above written.

### **For the Company:**

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

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

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

Date: \_\_\_\_\_

### **For the Intern:**

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

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

Date: \_\_\_\_\_