

# Internship Employment Contract Sample

This Internship Employment Contract ("Contract") is entered into by and between:

**Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Intern:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

## 1. Internship Position

The Employer hereby agrees to engage the Intern as an **Intern** in the department of \_\_\_\_\_ . The Intern agrees to perform duties as assigned by the Employer.

## 2. Duration

This internship will begin on \_\_\_\_\_ and will end on \_\_\_\_\_ .

## 3. Working Hours

The Intern shall work \_\_\_\_\_ hours per week, subject to the Employer's work schedule and policies.

## 4. Compensation

The Intern will receive: (choose one)

- No financial compensation.
- A stipend of \$ \_\_\_\_\_ per week/month.

## 5. Duties & Responsibilities

The Intern agrees to:

- Fulfill the assigned tasks diligently and responsibly.
- Comply with the Employer's workplace policies and procedures.
- Maintain confidentiality of any proprietary information.

## 6. Termination

Either party may terminate this contract with \_\_\_\_\_ days' written notice.

## 7. General Provisions

- This contract does not constitute an offer of employment at the end of the internship.
- Modifications must be in writing and signed by both parties.
- This contract is governed by the laws of \_\_\_\_\_ .

\_\_\_\_\_  
Employer Signature

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

\_\_\_\_\_  
Intern Signature

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