

# Employment Statement Template for Internship Positions

Use this **employment statement template** to clearly outline the terms and expectations for internship positions. It ensures both the employer and intern understand their roles, responsibilities, and legal agreements. Customize the template to fit your organization's specific internship program requirements.

## Internship Employment Statement

**Position Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_

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

**Supervisor Name:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Working Hours:** \_\_\_\_\_

**Location:** \_\_\_\_\_

### 1. Internship Overview

This internship position provides experience and training in the field of \_\_\_\_\_. The intern will work under the supervision of \_\_\_\_\_ and will be expected to contribute to daily operations and assigned projects.

### 2. Roles and Responsibilities

- Participate in assigned projects and tasks as directed by the supervisor.
- Attend team meetings and relevant training sessions.
- Follow the company's policies and code of conduct.
- Submit regular progress reports and complete required documentation.
- [Add any additional responsibilities specific to your organization]

### 3. Compensation and Benefits

This internship is [paid/unpaid]. Compensation, if any, will be [state amount or rate, if applicable]. Additional benefits (if any): [list benefits, e.g., transportation allowance, meals, etc.]

### 4. Confidentiality and Intellectual Property

The intern agrees to maintain strict confidentiality regarding all proprietary information and abide by intellectual property policies during and after the internship period.

### 5. Termination

This internship may be terminated by either party with [notice period, e.g., one week] written notice. Grounds for immediate termination include breach of policy or unsatisfactory performance.

### 6. Acknowledgment

By signing below, both parties agree to the terms outlined in this Employment Statement Template for Internship Positions.

**Intern Signature:** \_\_\_\_\_ **Employer Representative:** \_\_\_\_\_  
**Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_