

Internship Invitation Declaration Form

This **internship invitation declaration form sample** serves as a formal document used by organizations to officially invite candidates for an internship position. It outlines the internship details, including duration, role, and responsibilities, ensuring clarity between the company and the intern. Utilizing this template helps streamline the recruitment process and maintain professionalism.

Intern Details

Intern Name:

Email Address:

Organization Details

Organization Name:

Department:

Internship Details

Position Offered:

Internship Duration:

e.g. June 1, 2024 – August 30, 2024

Key Responsibilities:

Declaration

We hereby invite the above-named candidate to join our organization as an intern as per the details mentioned. By signing this form, both parties acknowledge their commitment to the terms of the internship.

Company Representative Name:

Date:

Signature:

(Signature Here)

Submit