

Dear (first name),

We are pleased to offer you an externship experience with (Organization Name)

The purpose of this experience is to provide you the opportunity to obtain exposure and insight into the world of work.

(Organization name) is pleased to offer you this unpaid, short-term experience. Please accept the offer set below for the terms of this experience.

The externship is a one-time experience to commence on (date) and end on (date). You will be asked to work (number of hours) per day with your start time being (time) am/pm and end time of (time) am/pm. As this is a professional development/educational experience, you will not be receiving any financial benefits and/or compensation. During this experience you will be mentored by (staff member's name). You are not an employee of (organization name) as a result of performing the externship, and you are not entitled to employment with the (organization name) at the conclusion of the experience.

While participating in this experience, you acknowledge your obligation to:

- comply with any and all (organization name's) policies and procedures that apply, or may apply, to you while on-site and
- keep confidential any and all confidential information of the (organization name) that you may observe

This document does not serve as an employment contract, but rather specifies the intent and details of the externship.

Our signatures below indicate our acceptance of the externship as outlined above.

Sincerely,

(Organization's representative's name)

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Organization's representative's name

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Organization's representative's title

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date

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Signature

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Externship Participant's Name

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date

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Signature