

[Your Company Letterhead]

[Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

Subject: On-the-Job Training (OJT) Contract

We are pleased to offer you a position as an OJT intern at [Company Name]. This letter outlines the terms of your internship.

****1. Company Details****

Company Name: [Company Name]

Address: [Company Address]

Supervisor: [Supervisor's Name]

****2. Internship Details****

Position: [Job Title]

Department: [Department Name]

Start Date: [Start Date]

End Date: [End Date]

Working Hours: [Working Hours Per Week]

****3. Responsibilities****

Your primary responsibilities will include:

- [Responsibility 1]

- [Responsibility 2]

- [Responsibility 3]

****4. Compensation****

This internship is [paid/unpaid]. If paid, you will receive [Compensation Amount] per [hour/week/month].

****5. Confidentiality****

You agree to maintain confidentiality concerning any sensitive information encountered during your internship.

****6. Termination****

Either party may terminate this agreement with [number of days] notice.

If you agree to the terms outlined above, please sign below and return a copy of this letter by [Response Deadline].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

****Acknowledgment and Acceptance****

I, [Intern's Name], accept the terms of this OJT Contract.

[Intern's Signature]

[Date]