

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Internship Roles and Responsibilities

I hope this letter finds you well. I am writing to formally outline the roles and responsibilities associated with my internship position at [Company Name]. This agreement aims to ensure mutual understanding of my tasks during the internship period.

****1. General Responsibilities:****

- Assist with daily operations and team projects.
- Attend team meetings and provide input on projects.
- Complete assigned tasks in a timely and professional manner.

****2. Specific Duties:****

- [Task 1: Description of task]
- [Task 2: Description of task]
- [Task 3: Description of task]

****3. Learning Objectives:****

- Gain practical experience in [specific area/field].
- Enhance skills in [specific software/techniques].
- Develop professional relationships and network within the industry.

****4. Reporting Structure:****

- Report directly to [Supervisor's Name/Position].
- Provide progress updates on projects and tasks.

I am excited about the opportunity to contribute to [Company Name] and look forward to learning from the team. Thank you for this opportunity.

Sincerely,
[Your Name]