**Internship Joining Report Letter Template**

Dear NAME:

Welcome to King County division or section. The purpose of this letter is to confirm your volunteer internship in the division of the King County agency. The effective date of your internship is DATE.

You report to supervisor, title, who will supervise your learning objectives. Your primary work location will be in the division offices located at address.

Your internship standard week is 35/40 hours and normal hours are 8:00 am to 5:00 pm, Monday through Friday. You may discuss your specific schedule with your mentor.

In this internship you will summary of learning objectives. Specific duties will be discussed with you upon commencement of your internship.

As a volunteer intern, you will be performing hours of service for a public agency for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered. Thus, you will not receive compensation for your contribution. You will be required to sign and submit a waiver of liability which is included at the end of this letter.

**The following items are important for you to know:**

* You are ineligible for King County benefits but are eligible to receive a bus pass.
* Either you or the county may terminate the internship prior to the completion of the assignment without cause or prior notice.
* You do not attain any rights toward career service or regular employment.
* You are not represented by a labor union.
* You are ineligible for hire into a career service position unless you have competed in a formal selection process.
* You are ineligible for enrollment in the Public Employees' Retirement System (PERS).
* To qualify as a Volunteer Intern, the following criteria must be met:
* You must be enrolled as a full-time student as defined by the school, organization or institution (King County will accept each individual institution’s definition of full-time).
* You must provide proof of full-time enrollment upon appointment and throughout your internship on a recurring schedule for the regular school year (*e.g.*, quarterly or semester basis) in advance of the commencement of the next recurring schedule.
* You must provide proof of continued full-time enrollment to qualify for an internship during summer break (full-time enrollment in the fall term will qualify).

Please understand that the provisions of this letter do not constitute an express agreement. If you have any questions about your internship or any information in this letter, please contact name, title, at phone.

Congratulations on your internship, and again, welcome to division.

**Sincerely,**