

Date: \_\_\_\_\_

Intern's Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Internship Site: \_\_\_\_\_



The University of Alabama at Birmingham

To Whom It May Concern:

\_\_\_\_\_ will complete the following responsibilities as their internship experience with me:

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These responsibilities differ from their current paid responsibilities, which are the following:

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The intern and I understand that we cannot count their employment hours as their internship hours. Their internship hours will only consist of the time it takes to complete their internship responsibilities that differ from their regular work responsibilities.

Sincerely,

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