



June 9, 2025

**VIA EMAIL**

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Re: Unpaid Internship

Dear \_\_\_\_\_ ("You"):

We are very pleased to offer You an unpaid internship with MyLedgr LLC ("Us"). Your internship is subject to the terms and conditions set forth in this letter ("Letter"), which override anything said to You during Your interview or any other discussions about Your internship with Us. This internship is structured to comply with the U.S. Department of Labor's guidelines on unpaid internships for educational purposes.

Your internship is with our MyLGR LLC. Your internship is for the summer of 2025 and will run from your hire date through August 1, 2025. Your mentor and supervisor will be Paul Ingram ("Your Mentor").

You will be interning remotely and online. We anticipate that Your schedule will be Mondays and Fridays, unless otherwise agreed by You, Your Mentor, and Us.

We will consult with You and Your Mentor to develop a program and syllabus designed to achieve the objectives of the internship. During Your internship, You will be shadowing Your Mentor to help You develop skills in the area of Software & AI.

As an intern with Us, You will not replace any of Our employees and You will not be responsible for any of Our employees' job duties or responsibilities. However, Your Mentor will ask You to perform tasks during Your internship, such as web application development, AI integration and automation, front-end and back-end software architecture, database management, and testing and debugging processes.

Your Mentor will supervise You on any assigned tasks and be available to answer any questions You may have about those tasks, as well as questions You may have about Us, MyLGR, and careers in Software & AI.

We hope that this internship will allow You to observe how Software & AI development skills are applied in a real-world business setting. Successful completion of Your internship will satisfy the following learning objectives:

- Software Development for Business Application
- Understand key principles of entrepreneurship, innovation, and value creation
- Learn how to assess market demand and identify customer/ needs
- Learn corporate structure and business modeling
- Gain skills in applied app development, financial literacy, and team work
- Agile software development methods

During your internship, You may have access to confidential or proprietary information about Us, Our clients, employees, or business practices. You agree to keep all such information strictly confidential and not to disclose it to anyone outside of Us or use it for any purpose other than Your internship activities, without prior written permission from Us. This obligation continues even after Your internship ends. Confidential information includes, but is not limited to: client information, internal communications, business plans, marketing strategies, software, processes, trade secrets, financial data, and any other nonpublic information obtained during Your internship.

Any work product, inventions, writings, designs, developments, processes, or other materials created by You during the internship and directly related to Our business shall be Our sole and exclusive property. You agree to assign, and hereby do assign, all rights, title, and interest in such work product to Us, and to assist in securing any intellectual property rights as reasonably requested.

By signing below, You agree to and acknowledge the terms of this internship, including that the internship is unpaid, that You will not be an employee of Ours during the internship, and that You will not be entitled to a paid position with Us upon completion of the internship.

We are excited at the prospect of You joining us as an unpaid intern. If You have any questions about the above details, please contact me immediately. If You wish to accept this unpaid internship, please sign below and return this Letter to me by June \_\_, 2025. I look forward to hearing from You.

Very truly Yours,

MyLedgr

By:\_\_\_\_\_

Paul Ingram

CTO

Agreed and acknowledged:

\_\_\_\_\_

(Intern's signature)

June \_\_\_\_, 2025

(Date)

## PARENTAL CONSENT

*One parent/guardian signature is sufficient unless joint consent is required by law or requested.*

We are/I am the parent or legal guardian of the intern named above. I have read and understand the terms of this Internship Agreement. I consent to my child's participation in the internship, and agree that my child shall be bound by this agreement. I also agree to support their compliance with its terms, including provisions related to confidentiality, conduct, and work product ownership.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Relationship to Intern

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Relationship to Intern

## EMERGENCY CONTACT INFORMATION

Emergency Contact Name	
Relationship to Intern	
Primary Phone Number	
Alternate Phone Number	