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

**To**

The HR Head

Community Empowerment Lab

5/9, Vineet Khand, Gomti Nagar,

Lucknow 226010

**Subject: Application for Internship and Submission of Indemnity Undertaking**

Dear Sir/Madam,

I am writing to formally apply for an internship in your esteemed organization in the Program / HR/ Admin Department. I am currently pursuing **[Your Degree]** in **[Your Major]** from [**Your University/Institution]**, and I am eager to gain practical experience in a professional environment aligned with my academic background.

As per your requirement, I am submitting this letter along with an **Indemnity Undertaking** confirming that I understand and accept all the terms and conditions of the internship. I acknowledge that the internship is purely for learning purposes and that I shall not claim any employment or compensation from the company during or after the internship period.

I further undertake that I will comply with all company rules, maintain confidentiality, and not hold the organization liable for any personal injury or loss incurred during the course of the internship. Please find the signed indemnity undertaking enclosed with this letter.

I respectfully request you to consider my application and provide me the opportunity to intern at your organization for the period of \_\_\_\_\_\_\_\_\_\_\_, starting from \_\_\_\_\_\_\_\_\_\_\_. I am confident that this experience will greatly contribute to my personal and professional development. I am enclosing my resume.

Thank you for your time and consideration.

Yours faithfully,  
**[Your Full Name]**

**INDEMNITY UNDERTAKING**

Date: [Insert Date]

I, **[Your Full Name]**, residing at **[Your Address]**, currently a student of **[University/Institute Name]**, enrolled in the [Program Name], hereby undertake and agree to the following:

1. That I am joining Community Empowerment Lab (CEL) as an **intern** on my own request for the period from **[Start Date]** to **[End Date].**
2. That I understand this internship is unpaid and does not constitute an offer of employment.
3. That I will comply with all the rules, policies, and confidentiality clauses of Community Empowerment Lab (CEL).
4. That I shall not hold Community Empowerment Lab (CEL), its management, or staff responsible for any accident, loss, or injury (including physical or mental) occurring during the internship period within or outside the company premises.
5. That I fully understand and agree that this internship does not entitle me to any future employment or claims against the company.

**Signed:  
[Your Full Name]**  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Witnessed by:**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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