**INTERNSHIP OFFER LETTER**

Andrew Gibbs

**[Date]**

**Sub:** Internship Offer Letter

Dear Ms. Sandy,

On behalf of HZL Health and Wellness Ltd., we are happy to inform you that you have been selected for temporary employment as an Intern. If you accept this internship offer then you will be joining the company from March 1st, 20XX and you will be reporting to Mr. John Black.

The duration of this paid internship will be 6 months and during this time, you will be entitled for the payment of $ 300 per month. During this time, your status will be that of a temporary employee and therefore, you will not be entitled for any of the employee benefits.

Your internship is going to end on August 31st, 20XX. However, the company holds all the rights to terminate your internship with or without any reason or notice at any time during this period.

While working with the company, you will have access to various company records and lots of confidential information.

Having accepted this offer, you agree that during your internship, you will be following all the rules and regulations at the company and will be observing all the practices and policies that define the working and conduct at the company.

We are hopeful that this association will be mutually beneficial, and you will enjoy working with us.

Sincerely,

Andrew Gibbs