**Paid Internship Offer Letter Format, Example**

From:

Andrew Gibbs
Human Resource Manager
HZL Health and Wellness Ltd.
New York

Date: February 12, 2021

To:

Sandy Bullock
54, 5th Avenue
New York

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, 2021 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, 2021. 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. By accepting this appointment, you agree that you will maintain the confidentiality of all the information and you will not be using it by any means for personal benefits or other reasons other than job related work. Once you will complete your internship with the company, you will handover all the documents and other company possessions to the company.

Having accepted this offer, you agree that during the course of 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. If you have any other queries, please feel free to write at hr@hzl.com. You will need to express your acceptance to the appointment as trainee with our company by signing the copy of this document and sharing it with us by post.

Congratulations and welcome aboard.

Sincerely,

Andrew Gibbs
Human Resource Manager
HZL Health and Wellness Ltd.
New Delhi

<https://www.yourhrworld.com/formats/letters/paid-internship-offer-letter/>