



Internship Appointment Letter

Date: 21-August-2020

Dear Shivam Gandhi

On behalf of Astorianz Industries Pvt. Ltd., I am pleased to extend to you this offer of temporary employment as an Intern. If you accept this offer, you will begin your internship with the Company on 1st September 2020 and will be expected to work till 30 November 2020.

This internship doesn't offer any stipend. As an intern, you will be receiving "temporary employment" status. As a temporary employee, you will not receive any of the employee benefits that regular Company employees receive, including, but not limited to, health insurance, vacation or sick pay, paid holidays, or other policies.

However, your internship with the Company is "at-will," which means that either you or the Company may terminate your internship at any time, with or without cause and with or without notice.

During your employment, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of employment, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment. This letter sets forth the complete offer we are extending to you, and supersedes and replaces any prior inconsistent statements or discussions. It may be changed only by a subsequent written agreement.

I hope that your association with the Company will be successful and rewarding. Please indicate your acceptance of this offer by signing below and returning it via email. Since delivery of physical copy is not possible at the moment, please add your digital signature. If you have any questions, please do not hesitate to contact me.

Thanks and regards,

Priya Pathak
HR Executive

ASTORIANS INDUSTRIES PVT LTD., B-11, SHANKAR GARDEN, VIKASPURI, NEW DELHI - 110018