



9<sup>th</sup> October, 2020

**Vedika Sarawgi**

Guwahati, Assam, India

Dear Vedika

I am pleased to inform your acceptance of an internship position as Social Media Marketing Intern at Break Free. Your date of joining will be 9<sup>th</sup> September, 2020 and the internship duration will continue for a period of 3 months. In addition to your duties outlined in the interview, you will report to your supervisor, Avantika Chamaria.

As an intern, you are not the company's employee; and therefore, will not receive salary, health and compensation benefits. This is not an offer of employment.

During your internship, you will have an access to Break Free's clients and confidential information. You agree that you will keep all this information and client information strictly confidential and will not share it with anyone outside the company. You will not use it for your own benefits and on completion of the internship; you will return documents, equipment, account passwords and all property of the company.

**Congratulations on the Internship.**

Best Regards,

Nishant Sharma

Manager – Human Resource and Public Relations