

Parallel Process LLP

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December 4, 2022

Geetanjali Sopte

Dear Geetanjali:

We are excited to extend to you an offer of **Internship** with Parallel Process LLP (herein after referred to as the Company), under the terms specified below:

Responsibilities:

- Contribute towards the development, implementation, and maintenance of our in-house as well as our clients projects, complete tasks assigned to you, adhere to project execution schedules and timelines
- Ensure solutions developed comply with functional and system specifications and quality standards
- Understand project architecture and frameworks, and follow our coding standards and codebase management procedures
- Communicate with Team Lead / Manager to resolve project related issues, highlight solutions risks and barriers, participate in discussions on new opportunities and proposals
- Define performance objectives and direction for yourself individually and the team as a whole, in consultation with your Team Lead / Manager.
- Monitor emerging technologies and constantly upgrade your knowledge and skills
- Ensure that our work culture is followed and your actions do not harm your colleagues or the Company in any way.

Employment Relationship:

Your joining date will be **January 2, 2023**. You will be on Internship until June 30, 2023. Based on your performance, the company may extend an offer for full-time employment to you at the end of your internship period. Your Internship with the Company will be "at will," meaning that either you or the Company may terminate your Internship at any time and for any reason, with or without cause, with no notice. In case it is found that you have been involved in any kind of criminal or unethical or immoral activities that may or may not cause harm to the interests of the Company or its clients, your Internship may be terminated with immediate effect by the Company. Any contrary representations that may have been made to you are superseded by this letter agreement. This is the full and complete agreement between you and the Company on this term.

Compensation:

Your gross salary will be INR. Fifteen Thousand per month. You will not be eligible to participate in any and all associate benefit programs offered to full time associates by Parallel Process LLP. These include Provident Fund savings plan (as and when it becomes applicable

to the Company) and other required benefits. You will be eligible for the same when and if a full time employment offer is extended to you at the end of your Internship period.

A performance review will be conducted at the end of your Internship period, and based on performance a bonus may be given at the discretion of the Company. All forms of compensation referred to in this letter agreement are subject to reduction of withholding and payroll taxes and other deductions required by law.

Vacation/Holidays: Paid public holidays as per the holiday schedule published by the Company, 8 paid leaves (including sick leaves) during the Internship period.

Reporting/Documentation: You will report to Max Menezes, who will be helping you to get integrated into the team and the Company, learning our projects. You will be required to sign Applicable confidentiality agreements and other reports as maybe notified to you.

Work from Home: Work from home (either for some days / all days of the week) will be allowed at the discretion of your team lead / manager.

Work timings: You are expected to report at 9 am for the morning meeting. Our usual work timings are 9 am to 6 pm with a one hour lunch break in between. You will follow a six day week (Monday to Saturday).

Change of Terms: At any time subject to 15-day notice and mutual agreement by both parties

Please feel free to call me with any questions you may have. If these terms are agreeable to you, please sign, date and return one copy of this letter to me. This will indicate your formal acceptance of this offer. We look forward to you joining the Parallel Process LLP team.

Sincerely,

Max Menezes

Max Menezes
Parallel Process LLP

Accepted by: Geetanjali Sopte

Date: