

19th October 2022

Rudresh Gaude,
Mob - 8007231726

Sub: Offer for Trainee as part of Internship for Semester VI - MCA

Dear Rudresh,

We take pleasure in inviting you to join IMMO Information Technology team as a **Trainee, as part of Internship for Semester VI – MCA** at Mercers, Goa.

WORK TIMINGS, LEAVES AND REMUNERATION:

- **Internship Period:** From 03rd January 2023 to 30th June 2023.
- **Working hours:** When working from office the timings will be 9:00 am to 6:00 pm. (1:00 to 2:00 pm Lunch break). While working from home the timings will be 12.00 pm to 9.00 pm. (1.30 to 2.00 pm Lunch break & 04.30 to 5.00 tea break).
- **Working days:** 5 days a week (Saturday & Sunday Off). 01st Saturday of the month is a training Saturday.
- **Privilege Leaves:** 06 leaves during the period. Public holidays as decided for the year.
- You will be governed by the timings and the hours of work applicable to the establishment wherein you are posted, and you may be called upon work, as required.
- Your remuneration for the period would be ₹ 15,000/- (Rupees Fifteen Thousand Only) per month from January 2023.

At the end of the Internship period you may be offered a position in the company only on successful completion of the tasks assigned to you during Internship period and your suitability as per the ongoing projects that time, subject to management decision.

We once again welcome you at IMMO Information Technology and look forward to your contributions in growing the business with the team here.

Best Wishes,


Nimish Shikerkar
COO/Director



I have read the offer letter and I am happy to accept Internship at IMMO Information Technology. I will be joining Mercers office on ____Jan 2023 and look forward to being a part of the IMMO Information Technology Team.

_____(Sign)
(Rudresh Gaude)