

SJI/OCT-2022

27th October 2022

Mr. Sayyed Afran
H No. 56, Velling Sakow,
Mardol, Ponda- Goa, 403804.

Subject: Internship Letter

Dear Sayyed,

This is with reference to your application for an **Internship** with our Company.

As of date, we consider you suitable for association with the Company, in the post mentioned above, on the following conditions:

- You are offered a six-month internship with our company. During this time, you will be eligible for a stipend of Rs. 7,000/- (Rupees Seven Thousand/month Only).
- You will not be eligible for any other Company benefits during your internship.
- You will be required to work weekdays for 8 hours per day as per the timings mutually agreed upon during the interview. Timings may vary depending on project requirements. You may be required to work extra hours as per project requirements.
- You are required to abide by the rules and regulations as per the Company Personnel Policy.
- Leave may not be availed, except leave without pay, that too with the prior permission of the project lead. In case of frequent leave/absence, the internship period may be ceased depending on the circumstances.
- Completion of the internship does not directly make you eligible for future vacancies.
- You will have to maintain complete client confidentiality of all client data you are dealing with. Failure to do so will invite serious action. You will be required to sign the Non-Disclosure Agreement with the Company.
- During this period, Company can terminate the internship without notice in case of any malpractices.
- This offer of appointment is valid till 02nd January 2023 on which day you should join.

We hope you will justify your association with us by taking this opportunity to perform your duties to the best of your ability.

Kindly return to us the second copy of this letter attached herewith duly signed in acceptance of our offer.

Yours Sincerely,



Mr. Abesh Shirodkar
Director
For SJ Innovation Private Limited