

## OFFER LETTER

SANSRUJAN  
UDYAM-GA-02-0002739



To,  
Kiran Gawade,  
Goa Business School  
Goa University  
Goa.

Date: 15-Jan-2024

### Offer of Internship

Dear Kiran, I hope this letter finds you well.

We take pleasure in inviting you to join the Sansrujan Information Technology as a intern at Hs. No 311/11(new) 677(old) Devlay Khandola Marcela Goa on following conditions:

- 1. Designation & Location**  
Software developer at our office address mentioned above.
- 2. Date of joining:**  
You are expected to join the office not later then 15<sup>th</sup> January 2024.
- 3. Stipend**  
We do not have a policy to pay a stipend to intern as of now.
- 4. Period**  
Your internship will be of six months starting from 15 Jan 2024 to 15 June 2024
- 5. Leaves**  
You are allowed to take 10 leaves in the given period which includes personal & sick leaves. Any leave required for the work at the education institution Eg. Viva, internship presentation may not be counted in the leaves. However, you are required to inform and take permission before taking a leave.
- 6. Work Time & Ethics**
  - You will be governed by the timings and the hours of work applicable to the company wherein you are posted and you may be called upon work as required. Current work timings are 10:00 am to 06:00 PM from Monday to Friday.
  - If any time during your internship you are found guilty of misconduct or any willful breach or continuous negligence of terms of this appointment letter or rules or misconduct of duties and ethics then you will given notice and may end up in termination of your internship with this company.

We once again welcome you at Sansrujan Information Technology and look forward for your contribution in growing business and your industrial skills.

I have read and understood the offer letter and happy to join and be a part of the Sansrujan Information Technology .

Best wishes,

Sign of intern: \_\_\_\_\_

**SANSRUJAN INFORMATION TECHNOLOGY**

Date: 15-Jan-2024

Place: Marcela - Goa

Shounak S Deshpande  
**PROPRIETOR**  
Sansrujan Information Technology