

## OFFER LETTER

Silver  
**Microsoft  
Partner**

OPSPL/PERS/62/2023-2024



15th December 2023

Ms. Laxita V. Naik  
Fatorda, Margao,  
Goa,

Sub: OFFER OF INTERNSHIP

Dear Laxita,

This is with reference to your application for an **Internship with our Company** and your subsequent meeting with us at our office.

We are pleased to inform you that we consider you suitable for association with the Company, as a **Software Engineering Intern**, on the following conditions:

- You will be on internship for a maximum period of six months. Your performance within the company and ability to assist with project work assigned to you and learn what is required of you - efficiently and independently.
- On Internship, you will be eligible for a monthly CTC of **Rs. 8,000/- (Rupees Eight Thousand Only)** – inclusive of all allowances and Company contributions – calculated as “Cost to Company”.
- On completion of the Internship period and on you meeting all required conditions to complete the Internship successfully, your performance will be reviewed and if found satisfactory, you will be offered to regularise your status in the Company.  
On Regularisation, you will be entitled to all Company facilities, incentives and increments thereafter, commensurate with your performance.

This offer to join for Internship is valid till **15th January 2024**, latest by which day you should join.

You are advised to peruse the Company Personnel Policy for the relevant Company rules and regulations as will be applicable to your Internship.

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

Regards,

Mr. Americo (Ricky) Noronha,  
Director,  
for **Online Productivity Solutions Pvt. Ltd.**

