



CROSSTOWER



0124-4382555



support@crosstower.in



CrossTower India Trading Pvt. Ltd.
Plot No 13, Sector -33, Infocity II,
Gurugram, Haryana 122003, India

Mr. Prakash Sharma
20/10/2024
Gurugram

SUBJECT: CROSSTOWER OFFER FOR INTERNSHIP

Dear **Prakash Sharma**,

In reference to your application, we would like to congratulate you on being selected for internship with **CrossTower India Trading Pvt. Ltd.** based at **Gurugram**. Your training is scheduled to start effective **22/10/2024** for a period of **6 MONTH**.

As such, your internship will include **IT** training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of **IT** concepts through hands-on application of the knowledge you learned in class.

You should report for training at the following address:

CrossTower India Trading Pvt Ltd

P 13, Sector-33, Gurugram, Haryana

Contact Person: Rohit Tandon

Reporting Time: 11:30 AM to 08:30 PM (Monday – Friday)

Internship Allowance: INR 14999 Per Month

During your internship, you will have access to the Company's clients and confidential information. You agree that you will keep all this information and

client information strictly confidential and will not share it with anyone outside the company.

You will not use it for your own benefits and on completion of the internship; you will return documents, equipment, and all property of the Company.

It is our hope that you will work to your level best to improve the efficiency and performance of this Company. Congratulations and best wishes.

Request you to confirm your acceptance of the same. Please sign and upload the duplicate copy of this letter on HROne Software as your acceptance.

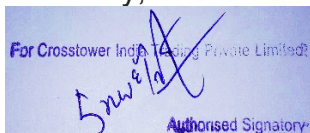
Along with the above, please arrange to submit the following documents at the time of your joining(On Day 1):

- 1) **A Soft Copy of your Passport Sized Photo**
- 2) **PAN Card**
- 3) **Aadhaar Card – Both Front & Back**
- 8) **Latest Qualification Certificate**
- 9) **A Cancelled Cheque for stipend**

In the meantime, please don't hesitate to reach out to us, if you should have any questions or concerns.

We look forward to working with you.

Sincerely,



Shweta Singh
Senior Manager – Human Resource
CrossTower India Trading Private Limited

I hereby accept your offer of Internship on the terms and conditions mentioned above and will report for duty on _____

Signature: _____

Date: _____