



**Microsoft India (R&D) Pvt. Ltd.**

807, New Delhi House,  
Barakhamba Road,  
New Delhi-110001,  
CIN No. U72200DL1998PTC093824.

**Local Office Address**

Microsoft Campus, Gachibowli,  
Hyderabad- 500032.

4/5/2023

SUMANVITHA EADALA  
H-no:3-66/a, Peddabazar  
Punuru Village  
Yaddanapudi Mandal – 523169

Dear SUMANVITHA,

**Microsoft India (R&D) Pvt. Ltd.** (the **Company** or **Microsoft**) is pleased to offer you the position of Software Engineer Intern.

You will be based in **Hyderabad**. You may be placed in any city within India or outside India as decided by the Company from time to time.

Your internship shall commence on **5/15/2023** ('Internship Period') and end on **7/7/2023** or mutually agreed dates ("Fixed Term") in writing between you and your manager. In the event you fail to join on or before **5/15/2023**, or the mutually agreed upon start date with your manager, this offer shall stand terminated automatically.

This Offer Letter along with the Internship Agreement together govern your internship with the Company. Further details pertaining to your terms and conditions of your internship are listed in the Internship Agreement.

At the end of the Internship Period, depending upon your performance as an intern, you may be eligible for interview by the Company for appropriate positions as intimated by the Company. Notwithstanding the foregoing, the Company is under no obligation to provide you an opportunity to attend interview process at Company or to absorb you into employment at the end of your Internship Period referred to herein and you hereby agree that you shall have no right to claim or demand employment with the Company.

This offer for the position of internship shall not be deemed under any circumstances as an offer of

employment with the Company and you shall not be deemed as an employee of the Company during the period of internship.

- During your internship tenure, you will be entitled to a stipend of **INR 125,000.00/-** per month, payable on a pro-rata basis.
- Intern Relocation: **Lumpsum Amount**

In case your current place of residence differs from the city of the location of your internship, and you work from office (and not remotely), you will be entitled to avail of relocation benefit offered by the Company.

To avail the relocation benefits, you are required to inform the Company of the location of your residence as at the time of acceptance of this Internship Offer Letter.

As per the relocation benefits policy of the Company, you will be eligible to receive a one-time grossed-up benefit of **INR100,000.00** in accordance with payroll requirements. This will be processed after your start date and will be paid along with stipend for the first month of your internship.

As an Intern, you are only entitled to the Microsoft benefits as provided above. By accepting this offer, you acknowledge to have fully understood and agreed that as an Intern, you will not be eligible for any such additional benefits made available to regular employees.

Taxation:

Any amount payable by the Company to you towards your Stipend, or, any other payment shall be subject to any tax deductible at source and, or, any other taxes and/or any other amounts required to be deducted under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

Background Verification:

You agree that the Company's offer/the internship with the Company is contingent and subject to the conclusion and positive outcome of the Company's background verification process. The Company may any time, at its sole discretion, conduct this process. In the event of unsatisfactory outcome of such verification, the Company reserves the right to withdraw/revoke the offer before you joining the Company, and/or terminate your internship after you have joined the Company.

Non-Disclosure Agreement:

Should you accept this offer, you will be required to agree to specific non-compete and non-solicitation obligations, which will be further detailed in your Individual Internship Agreement.

Termination: Your internship will be for a definite period, terminable as outlined in your Individual Internship agreement.

Acceptance of Offer: Please indicate your acceptance of this offer by electronically signing and submitting this offer letter.

Microsoft is a place where driven, passionate, and creative people are continuously empowering the world to achieve more. **SUMANVITHA**, we look forward to you joining us to achieve your fullest

potential.

Yours sincerely,



**Ira Gupta**  
**HR GM-India**

☒ I Accept SUMANVITHA EADALA 4/5/2023 1:42 PM

**By checking this box, you are acknowledging that you have received and read this document.**  
**Checking the checkbox above is equivalent to a handwritten signature.**