



 nexcorealliance.com  +91 897 632 2917 | 720 806 2689  CIN NO - ACK-7603
 director@nexcorealliance.com | hr@nexcorealliance.com

Outward No.:-

Date:

To,

Subject: Internship Joining Letter-

Dear

Congratulations!

We are pleased to confirm your selection for the position of **HR Assistant (Intern)** at **Nexcore Alliance LLP**. This letter serves as your official joining confirmation and outlines the details of your internship.

We are delighted to welcome you to our team and look forward to your active engagement, learning, and contributions throughout your internship tenure.

Internship Details


- **Position:**
- **Location:** Mumbai, India (Work-from-office Off BKC, Mumbai)
- **Training Start Date:**
- **Training Duration:**
- **Official Internship Start Date:**
- **Internship Completion Date:**
- **Internship Duration:** 6 months (post-training)
- **Working Hours:** 8 hours per day (as per standard norms)
- **Weekly Off:** 1 day (Sunday)

HEAD OFFICE - OFF BKC, MUMBAI, MAHARASHTRA 400070

BRANCH OFFICE - MAHARASHTRA | KARNATAKA | ASSAM | RAJASTHAN | UTTAR PRADESH

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Roles and Responsibilities

Please note that if you are unable to meet the required learning outcomes or skill proficiency during the training period, the company reserves the right to extend your training duration until the expected standards are achieved.

Performance-Based Evaluation

Your training will cover HR onboarding processes, recruitment fundamentals, documentation management, communication protocols, and familiarization with HR tools and platforms. Upon successful completion of the training period, your formal internship phase will begin. Your performance will be reviewed periodically, and based on your progress, professionalism, and consistency, you may become eligible for a performance-based stipend as well as additional HR responsibilities. The detailed evaluation criteria will be shared with you during the onboarding process.

We believe this internship will offer a strong foundation for your career in software development and we are committed to supporting your growth every step of the way.

Warm regards,

Authorized Signature

CREDENTIAL ID:



To verify the authenticity of this certificate

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