



 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 excited to welcome you to our team and look forward to your valuable contributions throughout the internship period.

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

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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.

Stipend & Performance Evaluation

Your internship includes a **performance-based stipend of ₹** **per month**, effective from **upon successful completion of your first project** and based on your performance evaluation. We are confident that with your hard work and consistent efforts, you will soon achieve the next levels of opportunities and greater responsibilities within our organization.

We are delighted to have you as part of the team and are confident that this internship will serve as a strong foundation for your professional growth in technology.

Warm regards,

Authorized Signature

CREDENTIAL ID:



To verify the authenticity of this certificate

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