



# NUMETRY TECHNOLOGIES

Regus, Sky One Unit No : 101, 1st Floor, Kalyani Nagar,  
Pune Maharashtra 411006

Date: 04-01-2025

To

Sapna Pathak  
sapipathak123@gmail.com

Dear Sapna,

## **Congratulations on your offer from Numetry Technologies, Pune!!**

We refer to your recent interview for the above position and are pleased to offer you the position of **intern** in the **software developer** department of our company, effective 6<sup>th</sup> Jan 2025, under the following terms and conditions:

1. **Position:** Software Developer Intern.
2. **Working hours and Day:** 9.30 Am to 6.30 Pm & Monday to Friday
3. **Term:** The internship period is for **6 months**, starting from 6<sup>th</sup> Jan 2025.
4. **Process document:** A process document manual will be provided to you on joining, which will help you understand the working of your department better.
5. **Leave:** Interns will be given no casual or sick leaves, only national holidays and public holiday leaves will be given. No leave will be granted immediately before/after Public Holidays.
6. **Confidentiality:** You shall not at any time during or after your employment term with the Company reveal any of the affairs or secrets of the Company to any other person(s) nor use or attempt to use any information which you may acquire in the course of your employment in any manner which may injure or cause loss to the Company.

### **7. Resignation/termination**

The Company shall be at liberty at any time by notice in writing summarily terminate the service of the employee if:-

- a) She is guilty of misconduct; b) She is negligent in the discharge of her duties; or
- c) Being absent or being unable to perform her duties and alleging ill-health as the cause thereof.

If you are agreeable to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

For **Numetry Technologies, Pune**

HR Manager  
Human Resource Department

### **Acceptance of Offer:**

I..... accept the offer for the position of  
**Software Developer Intern at Numetry Technologies, Pune** at  
as outlined in this letter.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

