

DATE: SEPTEMBER ,2024

**DIVYANSHU KUMAR
KANPUR - 208027**

SUB: INTERNSHIP OFFER LETTER

Dear Mr. Divyanshu,

On behalf of **SOFTFIX TECHNOLOGY OPC PVT.LTD.**, We are delighted to notify you that you have been selected for the '**Frontend Developer Internship**' position at our company. Upon acceptance of this offer letter, your expected start date with the organization will be **September 30, 2024**. You will be reporting to either Mohit sir or an assigned senior.

Conditions of Employment

I would like to inform you that the duration of this internship will be **6 months** and it **will be an unpaid internship**. During this time, your employment status with **SOFTFIX TECNOLOGIES** will be Temporary base. The company has the right to terminate the internship at any time and for any reason. All the candidates should be informed that this internship does not entitle the candidates to a regular job position after internship has been fulfilled. (Regular job will be entitled totally on performance and capability).

Your internship will end on **March 31st , 2025**.

Confidentiality

As an intern, you may have access to confidential and proprietary information. By accepting this offer, you agree to maintain the confidentiality of such information during and after your internship.

Thanks for joining us and we hope this association is mutually beneficial. For any other queries, please write to Hr@softfix.in /8189010042, 8189045460 .

Sign this document and send it to us by mail to confirm your acceptance as intern. We are looking forward to your response. Thank you for your time.

Congratulations and welcome aboard.

Sincerely,

Priya Singh (HR)
Softfix Technology OPC Pvt. Ltd.
Lucknow (Uttar Pradesh)

Guideline

We believe acting ethically and responsibly is not only the right thing to do, but also the right thing to do for our business. Interns are expected to embrace the principles of our Code. This is to bring you in knowledge that we have to follow the below mentioned basic HR guidelines (Code of Conduct);

- Office Timings for all the employee will be same i.e., **10:00 AM to 07:00 PM** (No Exception)
- Lunch Timing for all employee will be same i.e., **02:00 PM to 02:45 PM** (No Exception)
- All Technical department employees are eligible **every Saturday as a weekly off. (It may depend on the work requirement as well).**
- Late coming will not be entertained at any cost. If you are interested in working with us genuinely so you will have to take your job seriously because if you are not taking your work seriously this will impact on your performance.
- For leave approval (Prior) you need to write a proper mail with reason for leave to HR.

If we find any disciplinary action, the company is authorized to initiate the required action without any prior notice Softfix Technologies (OPC) Private Limited 4/489, Vibhav Khand, Gomtinagar, Lucknow(226010) .

*In case of any assistance please feel free to contact the Human Resource Department. Kindly follow the same on a regular basis. Employees violating will be noted& remarked against code of conduct.

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I accept the above terms and conditions, which form part of my appointment with Softfix Technologies OPC Private Limited.

Accepted by:

DIVYANSHU KUMAR

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[signature]

SUJEET SHARMA
(DIRECTOR)

