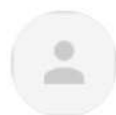


# Offer Mail - Happy Lamba - Trainee HiTech IP - Ingenious e-Brain



**Recruitment** <recruitment@iebrain.com>

Wed, Jan 3, 7:45 PM ☆ 😊 ↩ ⋮

to me, Deepti, Pooja, Atoshi, Gaurav, ece.placements@dtu.ac.in

Hi Happy,

In continuation to our discussion over the call where you confirmed and therefore, we are pleased to inform you that you have been selected for the post of **'Trainee – Hi-Tech IP' at Ingenious e-Brain**. Please consider this mail as an official confirmation.

You are required to join the services on Monday, **January 15<sup>th</sup>, 2024, at 10:30 AM.**

**Note –**

- **Location** – Gurgaon, Work from Office Role
- **Remuneration** – A monthly cost to company is **INR 17,000** will be provided to you per month, during your training period of **six** months. After successful completion of your training period, a detailed certificate letter will be provided to you and a letter of working permanently will be offered to you after looking at your performance in the organization and your education completion.
- **Service Confirmation** - Though you have training period of six months, however, if your performance would be better and learning curve is good, basis your manager's assessment and feedback, we may confirm you prior to six months as well and CTC would be solely performance based. Your services will be confirmed upon your satisfactory performance under Training Period.
- **Discontinuation of Services** - During this period, your services are terminable either by the organization or by you by giving **15 days'** notice or payment of Stipend in lieu thereof. After the Internship period, post Confirmation, Company may terminate this employment by giving a notice period of **60 days** in writing and you may terminate this employment by giving notice period of **60 days** in writing or payment of salary for the same period. However, due to exigencies of business, the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period be it during internship or after confirmation.
- **Leave Policy During Training** – One Leave per month. If any Trainee avail leave for more than one day, then, there would be deduction from the Salary for the no. of days extra leave is availed. Once the internship period is over, these internship leave will be exhausted, and a new leave plan will be upgraded for you post confirmation.

If no leave is availed during a particular internship month, the same would be accumulated and carried forward to next month.

- **Confidentiality Clause** - You will be maintaining full confidentiality about the information shared with you about the company, clients, and the projects.
- **Dual-Employment Clause** - During your employment with the company, you can't violate the Dual Employment policy of the company which restrains you from working for dual employment and if violated, the company has every right to terminate your services without any notice.
- **Shift timings** – You will be working form 10:00 AM to 7:00 PM [Monday – Friday].

In accepting this offer, we kindly request your understanding that work related deadline and deliverables will remain a priority. You will be expected to maintain open lines of communication, collaborate effectively with your team, and ensure the timely completion of assigned tasks and projects.