

Standard Internship Offer Letter

Date : _____

Disha Computer Institute
23-12-2024

Ashwin Ananta Panbude
At Post Bela,

Sub Dist. :- Umred
Dist. :- Nagpur
Pin code :- 441108

Dear,

Ashwin Ananta Panbude

We are pleased to offer you the position of Intern at **DiSHA COMPUTER INSTITUTE** for the duration of 1st Nov. 2024 to 31st MARCH 2026. We were highly impressed with your qualifications and your performance during the interview, and we believe that your skills and enthusiasm will be a valuable addition to our team.

Internship Details:

Position: Intern

Department: MS-OFFICE, TALLY PRIME, GST, ADV. EXCEL

Start Date: 1st Nov. 2024

End Date: 31st MARCH 2026

Working Hours: 7 Hour (1 pm to 8 pm)

Compensation: Rs. 4000/- per month

Please report to Nitesh sir (at medical square branch) on your first day, and they will provide you with a detailed orientation about your role and responsibilities.

If you accept this offer, please sign and return a copy of this letter by 1st Nov. 2024. We look forward to your contribution to **DiSHA COMPUTER INSTITUTE** and hope this internship will be a valuable experience for your career.

Sincerely,

Rakesh Kumar Saini

Regional Manager

Disha Computer Institute

Contact No. 9371236980

