

Date: 07-Aug-2025

To,

Mr. Jaswinder Singh
429, Abohar PO-Abohar Dist:- Fazilka,
Punjab-152116

Subject: Provisional Internship Offer – Programmer Analyst – Intern

Dear Mr. Jaswinder Singh,

We are pleased to offer you a **Provisional Internship** with **CepiaLabs Pvt. Ltd.** for the position of **Programmer Analyst – Intern**, subject to the terms and conditions set forth in this letter. This internship is being offered as part of your professional learning and development and shall be governed by the provisions below.

Please note that this offer is **provisional in nature**, and your internship will be confirmed upon successful completion of a **probationary period of one (1) month** from your date of joining. Confirmation will be communicated via a **formal Confirmation Letter** based on your performance, adherence to company policies, and your demonstrated alignment with organizational expectations. This offer is governed by the following terms and conditions:

1. Internship details and Department

- **Position Title:** Programmer Analyst – Intern
- **Mode of Work:** Work from Home
- **Type:** Full-Time
- **Start Date:** Aug 11, 2025
- **Internship Duration:** 3 Months (initial), extendable up to 6 months
- **Probation Period:** 1 Month
- **Reporting Manager:** To be assigned upon joining
- **Internship HR Manager:** Ms. Meenakshi
- **Working Hours:** Monday to Friday, 10:00 AM to 7:00 PM

2. Provisional Nature

This internship offer is provisional and subject to confirmation via a Confirmation Letter upon successful completion of the one-month probationary period, during which your performance, punctuality, and commitment will be evaluated.

3. Internship Duration

The internship will initially be for a period of **three (3) months**, with a possibility of extension up to **six (6) months**, depending on your performance and the organization's requirements.

4. Compensation

Please note that this is an **unpaid internship**. No stipend, salary, or monetary compensation shall be provided during the internship period. This internship is structured purely for learning, skill development, and exposure to real-time industry practices.

5. Performance & Professionalism

You are expected to maintain **100% attendance**, exhibit professional conduct, meet deadlines, and complete all assigned tasks to the satisfaction of your assigned manager.

If performance is found lacking, you may be advised to undergo relevant training (internal or external), which may be chargeable.

6. Exclusivity

Dual internships or employment during the tenure at CepiaLabs are **strictly prohibited**. Violation of this clause may result in immediate termination of the internship.

7. Notice Period

- **During probation:** 3days
- **Post-confirmation:** 7 days

Either party may terminate the internship by providing written. As this is an unpaid, learning-based internship, the notice clause is included to ensure continuity and proper handover of responsibilities

8. Company Policies

You are required to adhere to all company rules, regulations, and policies. Any violation, negligence, or non-compliance may lead to **disciplinary action**, including suspension or termination.

9. Documentation

You must submit all required documents and academic certificates **prior to joining**.

10. Termination Clause

CepiaLabs Pvt. Ltd. reserves the right to **suspend or terminate** your internship at any time due to poor performance, breach of conduct, or any other reason deemed appropriate by the management.

10. No Guarantee of Employment

This internship does not guarantee future employment, and no promises—express or implied—are made in this regard. Any employment consideration will be at the sole discretion of the management and will be based on separate evaluation criteria.

11. Acceptance and Joining

Kindly confirm your acceptance of this provisional internship by signing and returning a scanned copy of this document on or before **Aug 08, 2025**.

We are excited to welcome you to **Cepialabs Private Limited** and look forward to a mutually rewarding association.

Warm regards,

Meenakshi

HR Manager

Cepialabs Private Limited

Accepted and Signed by:

Mr. Jaswinder Singh

Signature: _____

Date: _____