

December 13, 2024

**Lokesh Kumar Achari Kuntimaddi**

Kpt street, Dharmavaram(515671), Anantapur, Andhra Pradesh  
Dharmavaram, 515671

**LETTER FOR INTERNSHIP**

Dear Lokesh Kumar Achari Kuntimaddi,

**Congratulations!** With reference to your application and subsequent interview(s) you had with us, we are pleased to offer you internship with Incedo starting **January 8, 2025** as per the below terms and conditions

<b>Designation:</b>	Intern
<b>Location of Training:</b>	Chennai
<b>Department:</b>	Delivery Function
<b>Duration:</b>	8th Jan 2025 - 8th July 2025
<b>Stipend:</b>	INR 15,000 per month

1. Please note this is the internship confirmation letter, internship completion letter will be issued only after successful completion of the training.
2. This internship is convertible into an employment with the company subject to the terms mentioned in your appointment letter and submission of below self-attested documents.

- Educational documents: 10th, 12th, Graduation Degree, Post-Graduation Degree (if applicable)
- Address proof: Passport/Driving license/ Voter ID card/Aadhaar card
- PAN card copy (Mandatory)
- Aadhaar card copy (Mandatory)
- Work experience letter of previous organizations (if applicable)
- One (1) coloured photograph (passport size, with white background)
- Resume

3. We understand that your final semester results are still awaited. Please note, that management reserves the right to terminate your employment with or without notice in case your final results are not as per our expectations.
4. The Company may, at its sole and absolute discretion, conduct background checks prior to or after joining or at any time in future, to check but not limited to your identity, the address provided by you, your education background and past work experience, past antecedents, drug tests and/or any other test or verification. You expressly consent to the Company conducting above checks. You are required to furnish the documents listed in the "Appointment Letter", "Background Verification Form" or any other document as may be required. If the Company, is not satisfied, in its sole and absolute subjective discretion, with the outcome of the aforesaid checks, the Company may (I) Reserve the right to withdraw the Offer made to you without any notice and Compensation (II) Or may treat your appointment as null and void ab-initio (III) Or it may take such other appropriate action as may be advised.
5. Attending and completing all trainings scheduled for your post your joining, and qualifying the assessment is a critical requirement for the employment. If the Company, is not satisfied, in its sole and absolute discretion, with the outcome of the aforesaid assessment, the Company (i) Reserves the right to withdraw the Offer made to you without any notice and compensation ; OR (ii) may treat your appointment as null and void ab-initio; OR (iii) may take such other appropriate action as may be advised.
6. In case, you decide to leave Incedo during your internship period under any circumstances, we recommend providing an advance notice of 4 weeks for a smooth transition.
7. You shall always comply with the Company's policies/guidelines. Management reserves the rights to amend or modify the existing policies/guidelines as required, at its sole discretion, any time during the year, with or without notice.

Wishing you a good learning experience at Incedo!

**FOR INCEDO TECHNOLOGY SOLUTIONS LIMITED**

A handwritten signature in blue ink that reads "Esha Gulati".

**(ESHA GULATI)  
AUTHORIZED SIGNATORY  
HUMAN RESOURCES**