

Internship Letter

Dear Mahananda Mayekar,

We are delighted to extend our congratulations on your selection for the internship program at **AIThinkerds India Pvt Ltd**. We were impressed by your skills and are confident that you will make valuable contributions during your time with us.

We are excited to have you join our team and are pleased to announce that the internship will commence on **16th April, 2025**.

During the internship, A mentor will be assigned to you, who will be your guide and mentor throughout this journey. The details of the mentor will be disclosed during your onboarding. For internal communication, we use Skype. Please ensure that you have your Skype ID ready and share it with us before your joining date.

Internship Terms & Conditions:

- **Duration:** The internship duration is of 3 months.
- **Confidentiality:** As an intern, you will have access to sensitive and proprietary information. You are required to maintain strict confidentiality and not disclose any company-related information to external parties.
- **Work Hours:** You are expected to follow the work schedule discussed with your mentor.
- **Leave and Absences:** Any planned leave must be communicated and approved in advance. For unplanned absences due to emergencies or illness, You should notify the mentor or supervisor as soon as possible.
- **Duties and Responsibilities:** All tasks assigned to you by your mentor must be completed within the agreed deadlines while maintaining the quality expected by the company and you should demonstrate initiative and dedication in your work. Please seek guidance from your mentor if you face any challenges.
- **Performance and Evaluation:** Your performance will be regularly reviewed by the mentor. Should you demonstrate slower progress or require additional time for learning, we give you the option to extend your internship for a period of up to four to five months. Or, your performance will be evaluated based on the initial three-month period.
- **Stipend and Payment:** You will receive a stipend of ₹10,000 for the entire duration of the internship, which will be disbursed upon successful completion. The stipend is intended to cover the entire period of the internship. However, please note that the stipend will only be provided if you successfully complete the internship and are not selected for a full-time opportunity with the company. If you are offered a full-time position, you will no longer be eligible for the stipend, as you will be considered a full-time employee and compensated according to the company's full-time employment policies from the date of joining the full-time role.

- **Professional Conduct:** You are required to maintain a professional attitude at all times, respecting your colleagues and adhering to company policies. Professionalism includes effective communication, collaboration, and a positive work ethic.
- **Non-Disclosure Agreement:** You may be required to sign a Non-Disclosure Agreement (NDA) to further ensure that all information and work products remain confidential.
- **Termination:** The company reserves the right to terminate the internship at any time without prior notice if there is breach of any policies or you display a lack of responsiveness. In these scenarios, neither a stipend nor a certificate will be provided.
- **Completion of Internship:** Upon successful completion of your internship, you will receive an internship completion certificate from the company. Please note that if the performance meets with the expectations, you will be offered a Full-time opportunity with us based on our business needs. An interview will be scheduled in order to assess your performance.

Please review the above terms carefully. By accepting this offer, you acknowledge and agree to abide by the terms and conditions stated above.

To confirm your acceptance of this offer, kindly sign and return a copy of this letter within 24 hours from the date of receipt of this letter or before the joining date, whichever is earlier. We look forward to welcoming you to the team and hope that this internship provides you with valuable learning experiences.

If you have any questions or need further information, please do not hesitate to contact us.

Yours sincerely,

Swathi Guntaka

G. Swathi

HR Manager

AIThinkerds India Pvt Ltd.

I have read and understood the terms and conditions outlined in this letter and hereby accept the internship offer.

Mahananda mayekar

Signature:

Name: Mahanada mayekar

Date: 04/15/2025