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# INTERNSHIP OFFER LETTER

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internshipid

changedate

Dear candidatename,

We are delighted to offer you the position of **internshiprole** at **Elementis SoftTech**. Based on your qualifications, skills, and performance during the interview process, we are pleased to welcome you to our team.

rolepara

Upon completion of the internship, you will receive a **Certificate of Completion** from the company. The best performer may also be offered a **Pre-Placement Offer (PPO)**, depending on available vacancies. Project details will be shared with you on or before the commencement of the internship. Your appointment will be governed by the terms and conditions presented in Annexure A.

Thank you,  
Team Elementis SoftTech



support@elementissofttech.com

www.elementissofttech.com

# Annexure A

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You shall be governed by the following terms and conditions of service during your internship with **Elementis SoftTech**, and those may be amended from time to time.

1. You are being selected as a **internshiprole**. Your responsibilities include completing the training period and live projects as per the project proposal requirements.
2. Your date of joining is **joindate**, and the duration of the internship will be **3 months**.
3. All work produced during your internship at **Elementis SoftTech** will be the intellectual property of the company. You are not permitted to store, copy, sell, share, or distribute any related materials to third parties. Public discussions of your work (e.g., blogs, social media) are also prohibited.
4. You are required to use your own computer throughout the internship.
5. The internship will be conducted remotely.
6. You are expected to maintain professionalism when interacting with colleagues, seniors, and clients. Misconduct may result in immediate termination.
7. Maintaining the confidentiality of data is mandatory. **Elementis SoftTech** follows a **zero-tolerance** policy regarding breaches of data security.
8. The Company may offer a Pre-Placement Offer (PPO) at its sole discretion, subject to:
  - a. **Vacancies:** PPO will be offered only if suitable positions are available.
  - b. **Performance:** Exceptional performance throughout the internship is required.
  - c. **Evaluation:** PPO decisions will be based on evaluations of technical skills, teamwork, adherence to deadlines, and project contributions.

The Company reserves the right to withhold a PPO based on operational requirements.

# Acknowledgment

I, **candidatename**, have read, understood, and agree to the terms and conditions mentioned in **Annexure A** of this offer letter.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_