

Official Job Offer Letter

TechNova Solutions Pvt. Ltd.

A-45, Sector 63, Noida, Uttar Pradesh, India

May 13, 2025

Ms. Navneet Kaur

Fatehgarh Sahib, Punjab, India

Subject: Offer of Employment as Data Analyst Intern

Dear Navneet,

We are pleased to offer you the position of Data Analyst Intern at TechNova Solutions Pvt. Ltd. based on your impressive performance during the interview process. Your internship will commence on June 1, 2025, and will conclude on August 31, 2025.

You will be working under the guidance of our Senior Data Scientist, Mr. Arjun Mehra, and your responsibilities will include data cleaning, exploratory data analysis, creating dashboards, and contributing to our AI-based analytics initiatives.

This internship is a full-time, paid position. You will receive a monthly stipend of INR20,000 during the internship period. You are expected to work from our Noida office between 9:30 AM and 6:30 PM, Monday to Friday.

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Please confirm your acceptance of this offer by signing and returning a copy of this letter on or before May 18, 2025. Kindly bring valid ID proof and educational documents on your joining date.

We look forward to having you on our team and are excited about the skills and enthusiasm you bring to TechNova.

Sincerely,

Ritika Sharma

HR Manager

TechNova Solutions Pvt. Ltd.