

Offer letter

To,

(Name)

(Address)

Subject: Internship Offer Letter

Dear (Name),

We are pleased to offer you the position of Intern at Plant Green Inertia Private Limited. This internship is designed to provide you with hands-on experience in a fast-growing sustainability-focused company and help you develop key skills in (skill name)

Internship Details:

- Position: Intern
- Department: (department name)
- Start Date: (start date)
- Duration: (Duration)
- Working Days: Monday to Friday
- Stipend: N/A
- Location:PGI mount road office

You are expected to maintain a professional attitude, adhere to company policies, and respect confidentiality during your tenure. This internship does not guarantee future employment but may lead to long-term opportunities based on your performance and business needs. Please sign and return a copy of this letter as a token of your acceptance. We look forward to having you on board and believe this will be a valuable learning experience for you.

Warm regards,

For Plant Green Inertia Private Limited
Ms Sadhana
Manager
Plant Green Inertia Pvt Ltd

Accepted & Signed by Intern:

Signature: _____

Name: _____

Date: _____