

## Internship Offer Letter

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Date: November 28, 2025

To: Adewale Taiwo

Email: [bimboadeleke4@gmail.com](mailto:bimboadeleke4@gmail.com)

Dear Adewale Taiwo,

We are pleased to extend this official internship offer to you from Parach ICT Academy. Your internship will begin on 2025-12-01 and run for a duration of 1 year. This program will expose you to hands-on experience in productivity tools, team collaboration, and other essential IT skills.

### Internship Expectations:

- Receive mentorship from experienced professionals.
- Work on meaningful, skill-building real-world projects.
- Participate in weekly reviews and team meetings.
- Access training resources and development tools.

### Key Guidelines:

1. The internship is unpaid.
2. Professional conduct and adherence to academy policies are required.
3. Timely submission of tasks and weekly reports is expected.

We are confident that your commitment and passion will make you a valuable member of our growing tech community. We look forward to supporting your learning and professional development throughout this internship experience.

Warm regards,

Busayo  
Manager