

## ABC (OPC) PRIVATE LIMITED

Corporate Office: #42, Green Tech Layout, MG Road, Bengaluru 560001. Tel: +91 90000 11111

### Internship Offer Letter

Date: Nov 24, 2025

XYZ Kumar  
Flat No. 12, Green Residency  
Sector 7, Whitefield  
Bengaluru, Karnataka 560066

Welcome to ABC India Pvt Ltd internship program facilitated by XYZ (OPC) PRIVATE LIMITED. With reference to your application and subsequent interviews and discussions you had with us, we are pleased to offer you an Internship as **SW Intern Engineer**, with the following Terms and Conditions:

#### 1. Pre Internship Terms and Conditions:

- a. This offer of Internship is based on the information provided by you and by accepting this offer you specifically authorize the company or any external agency appointed by the company to verify your educational, internship history, conduct and any other background checks prior to or after joining. This offer may be withdrawn if any information is found to be false.
- b. You are required to inform us if there are any agreements, oral or written, which will restrain you from accepting this offer or from discharging your duties effectively.
- c. Please sign and return the duplicate copy of this letter on or before Nov 25, 2025. You are required to join our organization on or before Jan 5, 2026 as discussed.

**Note:** Email confirmation will be treated as acceptance of this offer.

#### Internship Terms and Conditions:

- a. **Date of Joining:** Jan 5, 2026.
- b. **Designation:** SW Intern Engineer.
- c. **Stipend:** ₹20,000 per month.
- d. **Duration:** The internship shall be for a period of six months. The company may terminate the internship at any time without notice. Confirmation after internship completion is at the sole discretion of the Company.
- e. **Working Hours:** You may be required to work in shifts or extended hours as per project needs and applicable law.
- f. **Confidentiality:** You shall not disclose any confidential information of the Company during or after the internship. Breach of confidentiality will attract disciplinary action.
- g. You shall not use confidential information for personal gain or disclose it to third parties. The Company reserves the right to initiate legal action for any breach.
- h. **Separation:**
  - i. The intern may be required to serve a notice period of up to 30 days.
  - ii. Handover of ongoing assignments is mandatory before release.
  - iii. On completion, the Company may convert, extend, or conclude the internship.
  - iv. An Internship Experience Letter will be issued on successful completion.

#### i. General Provisions:

You shall devote full working time to the Company, comply with all rules and regulations, protect Company assets, and avoid activities detrimental to Company interests.

The Company may initiate disciplinary action for misconduct and terminate the internship without notice if required.

All information relating to Company intellectual property, trade secrets, and financial data shall remain confidential.

You must inform the Company of any change in address or personal details.

All stipends are subject to applicable Income Tax laws. You are responsible for your personal tax liabilities.

This letter constitutes the complete agreement between you and the Company. Any dispute shall be subject to the jurisdiction of courts in Bengaluru, Karnataka, India.

For **ABC (OPC) PRIVATE LIMITED**

Authorized Signatory  
Managing Director

**ACCEPTED:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_