



Date:17/09/2024
Ref.No:IOL160017092024

To
Sakshi Bansal
New Delhi

Sub: Offer Letter - Internship

Dear Candidate,

We are pleased to offer you the position of **Project Management Intern** at our company, **TEMS Tech Solutions**. Your start date will be **01st October 2024**, contingent upon the successful completion of a background check.

Suguna, based at the **TEMS Tech Solutions Office** in Tirunelveli, will be your primary contact and manager on site. She will guide you throughout your internship, ensuring you have the support and resources needed to succeed.

Role and Responsibility:

1. Assist in Project Planning:

Help in creating project timelines, defining milestones, and setting clear deliverables under the guidance of the project manager.

2. Track Progress and Deadlines:

Monitor the status of ongoing tasks, ensure deadlines are met, and update project reports to maintain accurate progress tracking.

3. Coordinate Team Communication:

Facilitate communication between team members, stakeholders, and departments to ensure smooth collaboration and information flow.

4. Support Risk Management:

Identify potential risks and issues in projects and provide recommendations to mitigate them, ensuring the project stays on track.

5. Documentation and Reporting:

Maintain project documentation, create meeting agendas, and compile reports on project outcomes, status updates, and performance metrics.

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Salary/Stipend and Other Benefits:

- 1] You will be considered as an Intern up to **01st January 2025**. During this period, there will be **no stipend** provided.
- 2] Your performance during the internship will be closely monitored and evaluated. Based on this evaluation, there is the potential for a **full-time employment offer** or an **extension of the internship with a stipend** starting from **February 2025**.
- 3] Upon successful completion of the 3 month internship, you will receive a **Certificate of Internship** highlighting your contributions and skills acquired.
- 4] You have the flexibility to **work from home** during your internship period.
- 5] Your working hours are from **09:00 AM to 06:00 PM [IST]**, Monday through Saturday.
- 6] You are entitled to all **Government Holidays** as per the official calendar.
- 7] If you need to take leave, it is mandatory to **inform your manager in advance** and obtain approval.
- 8] You are required to **complete the assigned monthly tasks/targets** diligently and on time. Performance will be assessed based on your ability to meet these tasks/targets.
- 9] Attendance at all **scheduled meetings** is mandatory. You will be informed of the meeting times by your team in advance, and you are expected to participate fully.
- 10] Employee/Interns Policy -
<https://docs.google.com/document/d/1jtcTPpDdIIIqCVOPYDItbEX77o91Oiekmb1dbLQfPXw/edit?usp=sharing>

Norms:

- Your internship with **TEMS Tech Solutions** will be on an **at-will basis**. By accepting and replying to this letter, you confirm your acceptance of the offer, policy and terms mentioned above.
- Please respond no later than **20th September 2024** to secure your position. We look forward to welcoming you to our team!

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- If you have any questions or require further clarification, please feel free to reach out at your earliest convenience.

Required Documents for Verification:

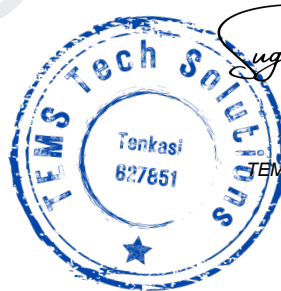
Please provide the following documents for verification:

1. **Aadhaar Card**
2. **Student ID Card**
3. **Last Semester Marksheet/Degree Certificate**
4. **No Objection Certificate (NOC)** from your current institution/organisation

Note: You will need to carry your own **laptop** for the duration of the training and internship.

Once again Congratulations and Best Wishes

Regards



Suganthi P
Suganthi P
Chief People Officer
TEMS TECH SOLUTIONS

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 **SUKISH GROUP**

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