



Lexon LT Solution Pvt Ltd

<https://www.lexonit.com>

Ravali Nara,

Date: Dec 10, 2024
Subject: Ravali Nara Offer Letter

Dear Ravali,

Welcome to Lexon IT Solutions ! We are delighted to offer you the position of UX/UI Designer Intern at Lexon IT. Your skills and experience align perfectly with our vision, and we are thrilled to have you join our team.

Employment Details:

Position: UX/UI Designer Intern

Joining Date: December 11, 2024,

Work Location: Remote

Salary: Based on Performance, ranging from Rs.5,000 to Rs.10,000

In this role, you will report to Sandhani Shaik and Emmadishetty Laxmi Mahitha. Your key responsibilities will include:

- Conduct user research to understand needs and behaviors.
- Analyze competitors and market trends.
- Design information architecture and create wireframes.
- Map user journeys and interaction workflows.
- Develop visually appealing UI designs with consistency.
- Create interactive prototypes for usability testing.
- Collaborate with developers and stakeholders.
- Conduct usability tests and iterate designs.

Lexon IT: Intern Policy:

At Lexon IT, we aim to provide a positive and productive internship experience. The following policies outline the expectations and guidelines for all interns during their tenure with us.

1. Internship Duration

- The internship period is specified in the offer letter and should be adhered to unless mutually agreed otherwise.

2. Working Hours

- Interns are expected to work during the agreed-upon hours mentioned in the offer letter. If you are unable to attend work, please notify your supervisor in advance.

3. Stipend

- If applicable, a stipend will be paid as per the terms outlined in the offer letter. The stipend will be processed at the end of each month, subject to attendance and performance.

4. Attendance and Leave

- Regular attendance is essential. Interns are entitled to a maximum of 6 days of leave during the internship period. Leave should be pre-approved by your supervisor.

5. Code of Conduct

- Interns must adhere to professional standards of behavior. Respect towards colleagues and adherence to Lexon IT's values are mandatory.

6. Confidentiality

- Interns are expected to maintain strict confidentiality regarding company information, client details, and proprietary tools. Sharing sensitive information without authorization may result in immediate termination of the internship.

7. Ownership of Work

- All work completed during the internship remains the property of Lexon IT. Interns may not use company resources for personal projects unless explicitly approved.

8. Use of Company Equipment

- Any equipment or software provided by the company should be used responsibly. Loss or damage due to negligence may result in penalties.

9. Performance and Feedback

- Regular feedback sessions will be conducted to assess your performance and provide guidance. Interns are encouraged to seek feedback to improve their skills.

10. Termination of Internship

- The company reserves the right to terminate the internship in case of misconduct, non-performance, or breach of policies. Interns may also terminate their internship by providing 15 days notice.

11. Certificate of Completion

- A certificate of completion will be awarded upon successfully finishing the internship and fulfilling all responsibilities.

12. General Guidelines

- Dress appropriately as per the workplace requirements. Maintain a positive and proactive attitude.

By accepting the internship offer, you agree to comply with these policies. Any violation of the above terms may result in disciplinary action or termination of the internship.

Warm regards,

HR Team, Lexon IT.

Acknowledgment and Acceptance:

I, Ravali Nara, accept the offer as a UX/UI Designer Intern with Lexon IT under the terms and conditions stated above.

Signature: _____

Date: _____