

INTERN OFFER LETTER

Date: 26th April 2021

To,
Sharon Kotian
161/27A, Pradhikaran, Pune - 44

Dear Sharon,

Congratulations!!

With reference to your application and the subsequent discussion you had with us, we are pleased to offer you the position of **I2H (Intern to hire)** at **Encora Digital (India) Pvt. Ltd.**, hereafter referred to as **Encora** based at **Pune** on the following terms and conditions.

1. You will be joining us on **1st June 2022** at our **Pune office** and reporting time will be 11 AM.
2. This offer shall stand withdrawn after the above-mentioned joining date, in case not reported well in advance or acknowledged.
3. The Stipend offered to you is **INR Rs. 18,000/- Per Month (inclusive of TDS)**.
4. This offer letter is valid subject to successful reference checks to Encora's satisfaction. In the event reference checks are not satisfactory, we will be compelled to withdraw the offer cum appointment letter.
5. Your Initial Posting will be at Pune. However, your services are transferable to any other place or of the company or to any subsidiary or associate company. Such transfer/deputation will be in accordance with the company's rules.
6. You will be joining as an Intern for a period of six (6) months. If the internship is found satisfactory we will issue a Pre Placement offer (PPO) to you.
7. Appropriate salary deductions will be applicable on your salary. The information about your compensation is strictly confidential.
8. We expect you to keep your work strictly confidential and not divulge or disclose to any outsider or others either during your employment or after, any information related to the company, its employees or associates. We expect that you will not act in any manner, which may tend to be prejudicial or detrimental to the reputation of the company and its associates.
9. As part of your employment, you are required to strictly follow all the policies and procedures of Encora. On the date of your joining, you will be signing an Employment Agreement in acceptance of such policies.

Encora Digital (India) Private Limited

(Formerly Sooryen Innovation Labs Pvt. Ltd.)

Regd. Office: B-Block, 1001-1004, 10th Floor, Siddhi Vinayak Business Tower,
Beside Kataria Arcade, Off. S. G Highway, Makarba, Ahmedabad- 380051

Tel: 079-40069924, 40359924 | Web: www.encora.com | CIN :
U74140GJ2013PTC077283

Kindly share now and bring the following documents at the timing of joining, which is mandatory to complete the joining formalities:

1. Copies of all educational certificates (SSC Onwards)
2. 3 Passport size photographs
3. ID Proof: **PAN card** / Passport / Voter id and **Driver's license**
4. Address proof: Electricity bill / Telephone Bill / Passport / **Aadhar Card**

Please sign the duplicate of this offer letter and return the same as token of acceptance.

We look forward to your Joining the Encora Family.

Yours Sincerely,
For Encora Digital (India) Pvt Ltd,

Received & Accepted

Authorized Signatory

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