

## INTERNSHIP OFFER LETTER

Date:09/08/2024

Dear **DISHA HONMANE**,

With reference to your application and subsequent interviews, it is our pleasure to offer you the position of **PYTHON DEVELOPER INTERN**. You are expected to join duty on **12 August, 2024** for a period of **6 Months** on a contractual basis. You will be given a detailed professional agreement order after joining. The offered stipend for this role is **5000/-** per month. The first 15 days of the internship shall constitute a probationary period, during which the Employer will evaluate your performance, if your performance is not up to our standards, we can terminate this contract. In case of termination of contract, the stipend for those 15 days will not be paid. Offer stands canceled in case of any failure to follow the Policies & Guidelines of the Company.

We welcome you to the Markytics family and invite you to participate in the enriching experience of building the organization towards greater heights of achievements.

Please sign and return this letter as a token of your acceptance of the mentioned terms and conditions.

***Wish you good luck in your future endeavors.***



Sabahat Syed  
(HR & Operations)

(Candidate Signature)



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# **Policies and Guidelines**

This section outlines the key policies and conditions of your employment with Markytics. By accepting this offer, you agree to comply with the following terms:

## 1. Employment Status

- Your employment is for the position of **Python Developer Intern** at Markytics.
- Your start date will be **12/08/24**, unless otherwise agreed upon in writing.
- Your employment is **Contractual (Internship)**

## 2. Probation Period

- The first 15 days of the internship shall constitute a probationary period, during which the Employer will evaluate your performance, if your performance is not up to our standards, we can terminate this contract. In case of termination of contract, the stipend for those 15 days will not be paid.

## 3. Login

- Employees are required to login between 9:30 am – 10:00 am.
- Any login after 10:00 am is considered late

## 4. Compensation and Benefits

- You will receive a stipend of 5000 per Month, payable in accordance with the Company's standard payroll practices.

## 5. Work Schedule

- Your standard work hours will be from 10:00 am to 6:30 pm, Monday to Friday. Also, 1st and 3rd Saturdays will be working. You may be required to work outside of these hours based on business needs.
- You need to complete 8 hours of work daily.
- Overtime must be approved in advance by your supervisor and will be compensated in accordance with Company policy and applicable law.

## 6. Leave

- Interns are not allowed to take leave, except in cases of emergencies or severe illness. Additional leave may be granted in accordance with applicable law.

## 7. Confidentiality and Non-Disclosure

- You agree to maintain the confidentiality of all proprietary information, trade secrets, and other confidential information of the Company, both during and after your employment.
- You agree not to disclose any confidential information to third parties without the prior written consent of the Company.

## 8. Intellectual Property

- Any work product, including inventions, designs, documents, and other materials created by you during the course of your employment, shall be the sole property of the Company.
- You hereby assign to the Company all rights, title, and interest in and to any such work product, including any intellectual property rights.

## 9. Code of Conduct

- You are expected to adhere to the Company's Code of Conduct, which includes policies on workplace behavior, ethics, and anti-harassment.
- Failure to comply with these standards may result in disciplinary action, up to and including termination.

## 10. Post Completion of Internship

After the successful completion of the internship, you will be provided with a full-time employment offer based on your performance during the internship.

## Entire Agreement

This Offer Letter, along with any referenced policies or agreements, constitutes the entire agreement between you and Markytics regarding your employment and supersedes any prior agreements or understandings.

## Acceptance of Offer:

By signing below, you acknowledge that you have read, understood, and agree to the terms and conditions outlined in this Offer Letter.

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

Date: \_\_\_\_\_