Vijetha Softwares

Vijetha Softwares
Private Limited

Vijetha Softwares

__Corporate Office:__ 3rd floor ,Vasishta Bhavan , DLF , Gacchibowli , Hyderabad

+91- 8309057182 ☎
contact@vijethasoftwares.in ✉
www.vijethasoftwares.in 🌐

Internship Offer Letter

Date: 28/01/2025

To,
 Vaishnavi wavare,
 D/O Popat Wavare ,
Manorath, nilgiri chowk,
katraj,pune-411043.

Subject: Internship Offer Letter for the Role of **UI/UX Designer/Developer.**

Dear **Vaishnavi wavare**,

We are pleased to offer you an internship opportunity with **Vijetha Softwares Pvt.Ltd** as a **UI/UX Designer / Developer**. Your internship will commence on **01/02/2025**, with the following terms and conditions:

Internship Details:

1. **Role and Responsibilities:** You will be joining our team as a **UI/UX Designer / Developer Intern**. During this internship, you will be expected to contribute actively to ongoing projects, adhere to the guidelines provided by your mentors, and perform your duties with diligence and commitment. All assigned projects will provide you with hands-on experience and real-world exposure to UI/UX design practices.

2. **Confidentiality:** You will be working on projects and information that are confidential and proprietary to **Vijetha Softwares Pvt.Ltd**. You are required to maintain strict confidentiality of all company-related data, projects, and processes. Any disclosure, sharing, or unauthorized use of company information is strictly prohibited and will result in immediate termination of your internship. Additionally, you must not use any company information for personal gain or disclose it to third parties during or after the internship period.

3. **Duration:** The internship will be for a period of **6 months**, starting from **01/02/2025**.

4. **Working Hours:**
   - Monday to Saturday: **9:00 AM to 5:00 PM**
   - Sunday: **9:00 AM to 2:00 PM**
   - **Internship Mode :** Remote
   - **Leave Policy:** Any leave required must be intimated at least one day in advance through email or the company's employee portal. Failure to provide prior notice may result in the leave being unapproved.

Vijetha Softwares

Vijetha Softwares
Private Limited

Corporate Office: 3rd floor ,Vasishta Bhavan , DLF , Gacchibowli , Hyderabad

+91- 8309057182 ☎
contact@vijethasoftwares.in ✉
www.vijethasoftwares.in 🌐

5. **Stipend:**
   - A 10000 INR stipend will be provided after the first one month of the internship, and the amount will be determined based on your performance during the initial period.

6. **Performance-Based Job Offer:**
   1. Upon the successful completion of **6 months of internship**, and based on your performance during the internship period, we may extend the following:
      - **Internship Completion Certificate**
      - **Job Recommendation Letter**
      - **Pre-Placement Offer (PPO)**
   2. Please note that the Pre-Placement Offer is entirely performance-based and will be offered at the company's discretion. Meeting the company's performance and behavioral standards during the internship is mandatory to be considered for this opportunity.

Additional Terms and Conditions:

- **Confidentiality Agreement:** You agree to keep all company data, intellectual property, and project details strictly confidential. You are prohibited from sharing any information outside the organization without prior written authorization from the company. This obligation extends beyond the duration of the internship.

- **Ownership of Work:** All work, designs, and intellectual property created during your internship will remain the sole property of **Vijetha Softwares Pvt.Ltd**. You must ensure that all deliverables meet the company's quality and confidentiality standards.

- **Ethical Conduct:** You are expected to uphold the highest standards of integrity and professionalism while representing the company. Any breach of ethical conduct, including but not limited to harassment, misconduct, or unprofessional behavior, may result in immediate termination.

- **Performance Expectations:** During your internship, you will be evaluated based on your performance, punctuality, adherence to deadlines, and ability to collaborate effectively with team members. Consistent underperformance or lack of engagement may lead to early termination of the internship.

- **Feedback and Reporting:** You are required to submit periodic progress reports and participate in feedback sessions with your mentors to track your development and contributions to the organization.

General Information:

- All assigned tasks and projects are designed to provide practical, hands-on experience that will help you grow and enhance your skill set.
- You are expected to meet deadlines, adhere to quality standards, and work collaboratively with the team to achieve organizational goals.
- Failure to comply with the terms and conditions mentioned in this offer letter may result in the termination of your internship.

Your email and portal access will be provided by our system administrator.
We are confident that this internship will provide you with valuable exposure to industry standards and an opportunity to learn and grow in your career. Please confirm your acceptance of this offer by signing and returning a copy of this letter by **30/01/2025**.

If you have any questions or require additional details, feel free to contact us at **+91 9381476562** or **hr@vijethasoftwares.in** .

We look forward to having you on board and wish you the very best for your internship.

Sincerely,

Digitally signed with e-mudra.Authorised to sign

Manjari Kari,
CMO& HOD Talent Acquisition
Vijetha Softwares Pvt.Ltd

Acknowledgement and Acceptance

I, **Vaishnavi Wavare**, hereby accept the internship offer for the position of **UI/UX Designer / Developer** Intern at **Vijetha Softwares Pvt. Ltd**. and agree to the terms and conditions outlined in this letter. I am excited to begin my internship on **01/02/2025**.

Signature: _____
Vaishnavi Wavare
 Date: _____