# **Internship Offer Letter**

**Company Name:** TechNova Solutions Pvt. Ltd.  
**Company Address:** 2nd Floor, Tower A, Cyber Park, Sector 62, Noida, Uttar Pradesh – 201301  
**Date:** 29th August 2025

**To,** Mr. Rahul Verma  
 S/o Mr. Anil Verma  
 Flat No. 204, Shanti Residency, Kankarbagh, Patna – 800020

### **Subject: Internship Offer Letter**

Dear **Rahul Verma**,

We are pleased to offer you an **Internship** position at **TechNova Solutions Pvt. Ltd.** under the **Software Development Department**. This internship will provide you with hands-on experience and an opportunity to learn and grow with our team.

### **Internship Details:**

1. **Internship Position:** Software Development Intern
2. **Internship Duration:** 2 months (1st September 2025 – 31st October 2025)
3. **Stipend:** ₹8,000 per month
4. **Working Days & Timings:** Monday to Friday, 10:00 AM – 6:00 PM
5. **Location:** Noida, Uttar Pradesh (Hybrid – Office + Work from Home)
6. **Reporting Manager:** Mr. Arvind Sharma, Sr. Software Engineer

### **Terms & Conditions:**

* You are required to maintain **discipline, punctuality, and confidentiality** during your internship.
* Any **intellectual property** created during the internship will belong to TechNova Solutions Pvt. Ltd.
* Either party may terminate the internship with **one week’s prior notice**.
* A **Certificate of Completion** will be provided upon successful completion of the internship.

We look forward to having you on board and wish you the very best for this learning journey.

Sincerely,

**For TechNova Solutions Pvt. Ltd.**

(Signature)  
**Mr. Rakesh Mehta** HR Manager

### **Acknowledgement by Intern**

I, **Rahul Verma**, accept the internship offer from TechNova Solutions Pvt. Ltd. and agree to the terms and conditions mentioned above.

(Signature)  
**Rahul Verma** Date: \_\_\_\_\_\_\_\_\_\_\_\_