Date: 11-09-2025

Internship Offer Letter

To
Sathish,
7/1221,7th Street,
Vadakupatti,
Palavanatham – 626004

Greetings Sathish ,

It is my pleasure to extend the following offer to you on behalf of **IT Jonction Lab India Private Limited**, further to the interview and discussions you have had with us.

You are offered to join our team as an **Intern Web Developer** at our **Virudhunagar Office**, starting on or before **15.09.25**. The internship will be for a duration of **6 months.**

Your Internship Experience at IT Jonction Labs India

During your internship, here's what you can expect and the principles that will guide your time with us:

1. **Work Schedule**
   - You'll be working with us from **Monday to Friday**, between **[Office Timings – e.g., 10:30 AM to 6:30 PM]**.
   - This includes **7 productive hours and a 1-hour lunch break**. We value balance, so we encourage you to take breaks when needed and manage your energy well.

2. **Learning Reviews**
   - Every **three weeks**, we'll sit down for a **review and feedback session** to reflect on your progress and growth.
   - If things are going well, you'll continue forward with us. If there are areas for improvement, we'll guide you — but if expectations are not met despite support, the internship may come to an early close.

3. **Stipend & Allowances**
   - From the **fourth month onward**, you'll receive a **stipend (travel allowance)** as recognition of your continued contribution, provided performance remains consistent and aligned with company policies.

4. **Perks & Benefits**
   - You'll have **unlimited access to office snacks** during working hours — because good ideas need good energy!
   - You'll also enjoy access to our **office internet, workspace facilities, and available learning resources** that support your daily tasks.
   - We encourage **learning by doing**, so you'll always find support, mentorship, and constructive feedback from our team.
   - To keep the energy high, we host **Fun Fridays** with light activities to relax and bond with the team.
   - Every month, we celebrate **Evolution Day** — a special day where we look back at progress, share learnings, and spark new ideas. *It's all about "growing together while having fun along the way."*

5. **Completion & Opportunities**
   - After **3 months**, you'll be eligible for an **Internship Certificate** acknowledging your contribution.
   - At the end of **6 months**, outstanding performance and available opportunities may lead to a **full-time role** with us.

6. **If You Wish to Exit Early**
   - Should you need to discontinue your internship, please provide **at least 7 days' written notice** to the HR Department so we can plan accordingly.

7. **Internship Scope**
   - As an intern, you are here primarily to **learn, explore, and contribute**, so standard **employee policies and benefits** will not apply during the internship period.
   - To support your growth, we encourage you to bring a **capable personal laptop** for daily work. Ideally, this should be:
     - A laptop running **Windows 11 with at least 16GB of RAM**, or
     - A laptop running **Ubuntu/Linux with at least 8GB of RAM**,
     - and capable of running **different programming languages, tools, and Docker setup** smoothly.
   - You are expected to maintain a **professional approach** in terms of punctuality, communication, and task ownership. These qualities are as important as your technical skills.
   - The internship is designed to give you **hands-on exposure to real-world projects**, so curiosity, teamwork, and openness to feedback will be key to making the most of this opportunity.
   - While you contribute to company projects, remember this is also **your space to experiment and learn** — we value innovation and initiative.

8. **Professional Conduct & Collaboration**
   - We expect a respectful, collaborative approach from everyone. Any form of misbehavior or unprofessional conduct can lead to the internship being brought to an early close.
   - On our side, we promise to maintain a **supportive, inclusive, and growth-driven environment**.

9. **Confidentiality & Work Ownership**
   - Out of respect for our clients and projects, we ask that you **do not share company or client details** outside the organization.
   - All work you contribute will be part of the collective effort of the company and remain under copyright.
   - To keep things safe, all interns are covered under a **Non-Disclosure Agreement (NDA)**.

IT Jonction Lab India Private Limited   Paris · Toulouse · India
Regd. Office: D/No 1/1880/3D, Jakkadevi Nagar, Rosalpatti, Virudhunagar – 626001.
Head Office: 80, Municipal Office Rood, Virudhunagar - 626001, Tamilnadu, India.

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Documents Required

Please submit self-attested digital copies of the following documents:

- Aadhaar card
- Highest educational qualification
- PAN card
- Experience/Relieving letter from previous employer (if any)

We look forward to a meaningful association with you. Please return a **signed copy of this letter** as acknowledgment of having read and understood the terms of your offer.

Sincerely,

Pandiyarajan Rathinakumar – HR Manager
IT Jonction Lab India Private Limited

Acknowledgment:

I, **Sathish**, have read and understood the terms of my internship offer above and agree to abide by them. I also agree to submit the required documents as specified.

Signature with Date:

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