



144-4th AV, SW Calgary AB T2P 4M8 Canada
700 Milam St, Ste 1300 Houston TX 77002 USA
info@comserves.com
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January 2, 2021
Mr. Iluyemi Michael Folayan
Federal University of Technology
Akure, Nigeria

Re: Internship offer

Good day!

I am pleased to inform you that your application has been selected for our internship program, and hence you will be interning with us from **January 4, 2021**. This role allows you to work as a Web/Mobile Developer Intern with the **Industrial Digital Transformation and Innovation Technology** Department of our organization. The position will be reporting directly to the Principal Consultant Digital Transformation (DX) and User Experience/Transformation (UX) Team.

Responsibilities include but not limited to the following:

- Reporting daily (Mon-Fri) according to flex hours of agreed duration with your supervisor
- Complete weekly time sheet for approval by your supervisor
- Attend weekly team meeting and innovation sessions
- Working on assigned projects and reporting on progress

Benefits

- Paid vacation
- Paid holidays
- Paid training and certifications
- International opportunities
- Others to be discussed

Compensation

1. You will be on **N240,000.00 (Two Hundred and Forty Thousand Naira)** annual salary, payable monthly during the first month probation period.
2. After one month probation, your salary will increase to **N300,000.00 (Three Hundred Thousand Naira) annually for the next 6 months,**
3. At the end of the six month review, if successful, your salary will increase to **N360,000.00 (Three Hundred and Sixty Thousand) annually.**

We request you to reply to this mail as a token of your acceptance. After that further details will be given.

Congratulations and we hope to hear from you soon.

Regards,

For: Internship Coordinator, Human Resources Dept
Conserve Technologies Inc, Canada



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ACCEPTANCE INSTRUCTIONS

To accept this offer, please sign on the acceptance line below and return this letter as soon as possible and by January 4, 2021 at the latest. Should you accept this offer, we will formalize the terms of your employment in a separate employment agreement, which you will be required to sign prior to employment and which may contain additional terms and conditions to those listed above. Therefore, the terms listed above do not constitute a binding agreement and ONLY serve as evidence of negotiations concerning your employment. If you have any questions regarding this employment offer, please let us know. We are very excited about welcoming you to Comserve Technologies and look forward to having you join our team.

Sincerely,

Sign: _____ Date: _____

Print: _____

Title: _____

Acceptance by _____

I, _____, hereby accept this offer. I understand this offer is not a binding agreement. I am ready to engage with Comserve Technologies to formalize the terms and conditions of my employment in a separate employment agreement.

Sign: _____ Date: _____