

# Trainee Appointment Letter

**PERSONAL & CONFIDENTIAL**

Date: **23 July 2025**

**To**

Ms. Neha Durga  
D/o Ramchandra, Railway Colony, Shamli  
UP – 247776  
Mobile: +91 7042654059

**Subject: Appointment as Trainee – Sales Coordinator (23.07.2025 – 22.10.2025)**

Dear Ms. Neha Durga,

We are pleased to appoint you as a **Trainee (Sales Coordinator)** with **Consortium eLearning Network Private Limited** (“Company”) on the following terms and conditions:

## **1. Nature of Engagement**

- 1.1 This is a **training engagement**, not an employment contract.
- 1.2 You are a **Trainee**, not an employee. Nothing in this letter shall be construed to create an employer–employee relationship, partnership, or guarantee of future employment.
- 1.3 On successful completion of the training program, the Company **may, at its sole discretion**, offer you a permanent position, subject to performance and availability of roles.

## **2. Training Period & Stipend**

- 2.1 Duration: **Three months** from **23 July 2025 to 22 October 2025**, extendable at the Company’s discretion.
- 2.2 Stipend: **₹28,000/- per month**, payable after completion of each month, subject to statutory deductions (if applicable).
- 2.3 The stipend is a **training allowance**, not “salary” or “wages,” and does not confer entitlement to PF, ESIC, bonus, gratuity, or other statutory benefits applicable to employees.

## **3. Training Duties & Conduct**

You are expected to:

- 3.1 Attend training sessions, workshops, and assignments diligently.
- 3.2 Complete learning objectives and targets as defined by your trainer.
- 3.3 Submit periodic reports, participate in appraisals, and follow HR policies and company rules.
- 3.4 Travel, if required, with prior approval and claim expenses in line with Company policy.

## **4. Termination**

- 4.1 **By Trainee:** You may resign by giving **7 days’ prior written notice**.

- 4.2 **By Company:** During training, the Company may terminate your engagement **at any time without notice and without assigning reasons.**
- 4.3 Immediate termination may occur in case of: misconduct, breach of confidentiality, falsification of documents, unauthorized absence, or violation of company policies.

## 5. Confidentiality & Intellectual Property

- 5.1 You will maintain strict confidentiality of all Company information, including data, trade secrets, training material, and business processes, both during and for **2 years after completion of training.**
- 5.2 Any reports, projects, or work prepared during training shall be the **sole property of the Company.**
- 5.3 You agree to assign any intellectual property generated during training to the Company.

## 6. Non-Entitlement to Employment

- 6.1 This training program **does not guarantee employment.**
- 6.2 If offered a permanent role, it will be governed by a separate appointment letter with fresh terms and conditions.

## 7. Documentation

- 7.1 You are required to submit the following on joining:
- Academic certificates (10th onwards)
  - Two recent passport-size photographs
  - Valid ID & address proof (Aadhar/PAN/DL/Passport/Voter ID)
  - Cancelled cheque/bank details for stipend transfer
  - Medical fitness certificate

## 8. Governing Law & Dispute Resolution

- 8.1 This engagement shall be governed by the laws of India. Any dispute shall be resolved through **arbitration under the Arbitration & Conciliation Act, 1996**, with the seat at **New Delhi**. Courts at **New Delhi** shall have jurisdiction for interim relief.

## Acceptance

If you accept these terms, please sign and return a duplicate copy of this letter.  
We look forward to your successful training with us.

For Consortium eLearning Network Private Limited

Authorized Signatory \_\_\_\_\_

Trainee (Ms. Neha Durga) \_\_\_\_\_ Date: \_\_\_\_\_