



# INTERNSHIP OFFER LETTER

**Date:** 21 June 2025

**Subject:** Offer for Full-Time Internship Position

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Dear **Rasika Subasthi M**,

We are pleased to extend an offer for a **Full-Time Internship** position at **Codeidea Solutions**. After reviewing your application and conducting our selection process, we believe you will be a valuable addition to our team.

## INTERNSHIP DETAILS

### Position Information

- **Position:** Full-Time Software Development Intern
- **Duration:** 3 months
- **Start Date:** 23 June 2025
- **End Date:** 19 September 2025

### Compensation & Benefits

- **Certificate of Completion:** Provided upon successful completion
- **Letter of Recommendation:** Based on performance evaluation

## WORK SCHEDULE & TIMINGS

### Working Hours

- **Monday to Friday:** 9:00 AM - 6:00 PM (45 hours per week)
- **Saturday:** 9:00 AM - 1:00 PM (Optional/Project-based)
- **Lunch Break:** 1:00 PM - 2:00 PM
- **Total Weekly Hours:** 45 hours (Full-time commitment)

### Attendance Requirements

- **Leave Policy:** 2 days casual leave for the entire internship period
- **Sick Leave:** Medical certificate required for absence due to illness

## Holiday Policy

- Company observes all national holidays
- Festival holidays as per company calendar
- No additional leave during internship period except emergency situations

## WORK ARRANGEMENTS

### Office Location

- **Work Mode:** On-site / On-line (Full-time presence required)

## RESPONSIBILITIES & EXPECTATIONS

### Primary Responsibilities

- Participate in assigned software development projects
- Collaborate with development teams on real-world applications
- Contribute to research and development initiatives
- Document project progress and learning outcomes
- Assist in testing and quality assurance activities

### Learning Objectives

- Gain hands-on experience with [specific technologies/tools]
- Understand software development lifecycle
- Develop problem-solving and analytical skills
- Learn industry best practices and coding standards
- Participate in code reviews and team meetings

### Performance Expectations

- Complete assigned tasks within specified deadlines
- Maintain high quality standards in all deliverables
- Actively participate in team meetings and discussions
- Demonstrate professional behavior and communication
- Show initiative and willingness to learn

## RESEARCH & PUBLICATION COMMITMENT

### Research Paper

- **Requirement:** Collaborate on preparing a research paper based on internship work
- **Timeline:** Draft submission within 1 month of internship completion
- **Publication Target:** Academic journal or conference publication
- **Authorship:** Joint authorship with company representatives
- **Company Credit:** Codeidea Solutions to be acknowledged in all publications

## Intellectual Property

- All work products and innovations remain company property
- Research findings may be used for academic publication with company approval
- Patent applications may be filed jointly if applicable

## EXCLUSIVITY & COMMITMENT

### Full-Time Dedication

- **Exclusive Employment:** No other employment, consulting, or internship during this period
- **Academic Restrictions:** No concurrent academic projects for other institutions
- **Prior Approval:** Required for any external activities or commitments

### Confidentiality

- Sign and comply with Non-Disclosure Agreement (NDA)
- Maintain strict confidentiality of all company information
- No social media posting about company work without approval

## JOINING FORMALITIES

### Required Documents

- Signed offer letter acceptance (bottom of all pages)
- Signed Non-Disclosure Agreement (bottom of all pages)
- Resume with photograph
- Institution Id card (softcopy)
- Government-issued photo ID proof

### First Week Orientation

- **Day 1:** HR orientation and documentation
- **Day 2:** IT setup and system access
- **Day 3:** Department introduction and project briefing
- **Day 4-5:** Initial training and onboarding sessions

## EVALUATION & FEEDBACK

### Performance Reviews

- **Mid-term Review:** After 6 weeks (comprehensive evaluation)
- **Final Review:** Last week of internship
- **Continuous Feedback:** Weekly one-on-one meetings with supervisor
- **Peer Reviews:** 360-degree feedback from team members

## Evaluation Criteria

- Technical skills development (30%)
- Project contributions (25%)
- Professional behavior (20%)
- Initiative and learning attitude (15%)
- Team collaboration (10%)

## TERMINATION CONDITIONS

### Company Termination Rights

- Breach of confidentiality or company policies
- Unsatisfactory performance after due notice
- Misconduct or unprofessional behavior
- Violation of exclusivity agreement

### Notice Period

- **By Company:** 1 week notice or payment in lieu
- **By Intern:** 2 weeks notice required
- **Immediate Termination:** In case of serious misconduct

## ADDITIONAL TERMS

### Professional Development

- Access to company training resources
- Mentorship from senior developers
- Participation in technical seminars and workshops
- Networking opportunities within the industry

### Post-Internship Opportunities

- Consideration for full-time employment based on performance
- Alumni network access
- Future project collaboration opportunities
- Reference and recommendation letters

### Technology & Equipment

- Company laptop and necessary software
- Access to development tools and platforms
- Office workspace and facilities
- Technical support and IT assistance

# ACCEPTANCE TERMS

This offer is valid until **[23 June 2025]** and is contingent upon:

1. Submission of all required documents
2. Signing of Non-Disclosure Agreement
3. College/University approval for internship (optional from associate institutions)

## NEXT STEPS

To accept this offer:

1. Sign and return this letter by **23 June 2025**
  2. Complete all joining formalities
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## CONTACT INFORMATION

For any queries regarding this offer:

**HR / Technical Queries**

Email: [contact@codeidea.in](mailto:contact@codeidea.in)

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We look forward to welcoming you to the Codeidea Solutions team and are excited about the contributions you will make during your internship.

**Best Regards,**

Team, **Codeidea Solutions**

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## CANDIDATE ACCEPTANCE

I, \_\_\_\_\_, hereby accept the internship offer under the terms and conditions mentioned above.

**Candidate Signature:**

**Date:**

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*Please retain a copy of this signed offer letter for your records.*