

# INTERNSHIP OFFER LETTER

AIML INTERN

**30 January 2026**

Dear harshitha,

**Congratulations!** We are pleased to offer you an Internship opportunity as a **aiml intern** with **CodeXConquer**.

We specialize in Mobile App Development, Web Development, Digital Marketing, and other services. You are requested to accept the Internship with us for a tenure of three months starting from **2026-02-12**.

During the course of your internship, you will gain valuable hands-on experience by working on real-world projects, receive guidance and mentorship from industry experts, and gain exposure to best practices that will enhance your professional skills and career readiness.

**Below are the terms of your Internship:**

**Duration**

- The duration of this internship is three (3) months, subject to extension in the event of additional leave taken beyond the allotted limit.

**Work Commitment**

- Monday to Friday, Work Timings: 9:00 AM to 6:00 PM (Flexible)
- You are expected to dedicate a minimum of 5–6 hours per day during your internship. Working hours may be adjusted based on assigned tasks, provided all deliverables are completed on time.
- You are expected to maintain the highest standards of professionalism, punctuality, and dedication throughout the internship.
- Your continuation of the internship will be contingent upon your performance and adherence to company policies.

**Stipend**

**Unpaid Internship**

## **Leaves Policy**

- You are entitled to a total of seven (7) days of leave during your internship. Any leave beyond this will result in an extension of the internship tenure.
- In case of emergency or sick leave, prior intimation of a minimum of eight (8) hours is required.
- For planned leave, prior notice of 48–72 hours is mandatory.
- A notice period of one week is required in case of resignation.

## **Warning**

- Absence without prior notice or approval from the reporting manager is prohibited and may result in termination.
- Harassment and bullying are strictly prohibited and can result in immediate termination.
- If the internship is discontinued before completion of the agreed tenure, an early termination fee of ₹399 will be applicable for issuance of documents.

We are delighted to welcome you to **CodeXConquer** and look forward to your valuable contributions.

Please confirm your acceptance of this internship offer by replying before the end of the day.

Sincerely,

**HR Team**

CodeXConquer