

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