

## **Offer Letter**

**Date:** Nov 4, 2024

Dilip Kumar  
Jodhpur, Rajasthan (342601)  
India

Dear Dilip Kumar,

We are delighted to offer you the position of Back-End Developer Intern at Befog, effective from Nov 5, 2024, as discussed during your interviews. We are confident that your skills and qualifications will be a great fit for our organization, and we are pleased to have you join our team.

Below are the terms of your employment:

### **1. Position:**

- Job Title: Back-End Developer
- Reporting to: HR/Team Manager
- Department: IT Department
- Location: CUBI Space 2nd Floor, JSV Hyundai Building CP-53, near Engineering College Chauraha, near CNG Petrol Pump, Lucknow, Uttar Pradesh 226021

### **2. Working Hours:**

Your work hours will be from 10:00 AM to 6:30 PM, Monday to Saturday. You may be required to work additional hours as per business needs.

### **3. Internship Period:**

Your internship will be subject to a 2-month period, during which your performance will be assessed.

### **4. Termination of Employment:**

At-will employment is an employment agreement that gives both the employer and the employee the right to end the employment relationship at any time, for any reason, or for no reason at all.

### **5. Confidentiality and non-disclosure:**

As part of your role as a Back-End Developer Intern, you will have access to confidential company information. It is mandatory that you maintain strict confidentiality regarding sensitive company matters during your employment and after your departure.

## 6. Stipend Details:

- Stipend: Unpaid
- Period: Two months
- Leave: 1 leave allowed per month
- Location: Work From Home

## 7. Mandatory Documents:

- Highest education certificate/Highest education Marksheet
- Photo proving documents (Aadhar card/Passport/Driving License/ PAN/Voter ID)
- 2 photos

Confirm your acceptance by signing and returning this letter with Mandatory Documents by Nov 5, 2024. We look forward to welcoming you to our team.

Sincerely,



**Mohd Salman**

**HR Executive**

**BEFOG (A&W TECHNOLOGIES)**

**hr@befog.in**

**Acceptance:** I, Ms./Mr. \_\_\_\_\_, accept the offer for the position of HR Manager with Befog as outlined above.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_