

* **Internship Offer Letter**

Dear Intern,

We are pleased to offer you an internship at GAO Tek Inc. Your internship is scheduled for a period of **three-six months** effective from the date of joining. Your appointment will be governed by the terms and conditions presented in the attached agreement.

During the internship, you would be assigned tasks and assignments that focus primarily on developing new skills and gaining a deeper understanding of the concepts you learned in class through the hands-on application as well as based on your personal and professional skillset. Therefore, you would be expected to put your best efforts into executing the assignments given to you and to deliver outstanding quality and results that exceed team expectations. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

You will receive three certificates on successful completion of the internship, no stipend will be provided as this is an unpaid internship. To accept the offer, you need to sign and send back the offer letter and the attached agreement at the earliest possible time. Please note that this offer is valid only for 4 calendar days. If you have any questions or concerns, please feel free to contact us.

**Congratulations!** All of us at GAO Tek Inc. is excited that you will join our team! We look forward to working with you in a successful, mutually challenging, and rewarding atmosphere.

Sincerely,  
Ruby S.H.

HR Manager

hr@gaotek.com

GAO Tek Inc.

[www.GAOTek.com](http://www.gaotek.com)

**I agree with the terms and conditions outlined above and in the agreement.**

Signed by

Position applied: