

# VERIDANT AI SOLUTION PRIVATE LTD

[Company Logo]

Corporate Office: [Complete Address]

Website: [www.veridantAI.in](http://www.veridantAI.in) | Email: [hr@veridantAI.in](mailto:hr@veridantAI.in) | Phone: [Contact Number]

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**Date:** [Date]

**[Intern Name]**

[Address]

[City, State - PIN Code]

## Re: Unpaid Internship Offer

Dear [Intern Name]:

On behalf of **Veridant AI Solution Private LTD** (the "Company"), I am pleased to extend to you this offer for an unpaid internship position as a **[Internship Position Title]**, reporting to **[Manager Name, Designation]**. If you accept this offer, you will begin your internship with the Company on **[Start Date]** and will be expected to work **[number]** days per week, **[number]** hours per day.

## Nature of Internship

This is an **unpaid educational internship** designed to provide you with practical learning experience, skill development, and exposure to real-world applications of artificial intelligence and technology in a professional business environment. This internship is intended primarily for your educational benefit and professional development.

## Compensation

**This is an unpaid internship position.** You will not receive any monetary compensation, stipend, salary, or wages for your participation in this internship program. However, upon successful completion of the internship, you will receive:

- **Internship Completion Certificate** (subject to satisfactory performance and minimum attendance requirements)
- **Letter of Recommendation** (subject to exceptional performance and manager's discretion)
- Valuable hands-on experience in AI technology and software development
- Mentorship and guidance from experienced professionals
- Opportunity to work on real-world projects

- Networking opportunities within the industry

## Employment Status

As an unpaid intern, you are **not considered an employee** of the Company. You will not receive any employee benefits, including but not limited to health insurance, provident fund, vacation or sick pay, paid holidays, bonus, gratuity, or participation in the Company's employee benefit plans. You will not be entitled to any employment-related protections or benefits under labor laws applicable to regular employees.

## Educational Requirement

This internship is offered with the understanding that you are currently enrolled as a student at **[College/University Name]** pursuing **[Degree/Program]**, or have recently graduated and are seeking practical experience to complement your academic studies. You may be required to provide proof of enrollment or academic affiliation.

If this internship is part of your academic curriculum, you are responsible for coordinating with your educational institution regarding academic credit, evaluation, or any requirements they may have. The Company will cooperate with your institution as reasonably necessary to fulfill academic requirements.

## Duration and Termination

Your internship is expected to last from **[Start Date]** to **[End Date]**, for a total duration of **[number of weeks/months]**. This internship is voluntary and may be terminated by either you or the Company at any time, with or without cause and with or without notice. The Company may, at its sole discretion, extend your internship period based on performance and mutual agreement.

## Internship Schedule and Flexibility

Your internship schedule will be **[flexible/fixed - specify]**. You are expected to work approximately **[number]** hours per week. The Company understands that as a student, you may have academic commitments, and reasonable flexibility will be provided to accommodate your class schedule and examinations, subject to prior approval from your supervisor.

## Confidentiality and Proprietary Information

During your internship, you may have access to trade secrets, proprietary algorithms, source code, artificial intelligence models, research data, business strategies, client information, and other confidential business information belonging to the Company. By accepting this offer, you acknowledge that you must:

- Keep all of this information strictly confidential during and after your internship
- Refrain from using it for your own purposes or for any third party
- Not disclose it to anyone outside the Company without prior written authorization

- Not remove, copy, or transmit any Company data or documents without permission
- Not discuss Company projects, technologies, or business matters on social media or public forums

You will be required to sign a separate **Non-Disclosure Agreement (NDA)** before commencing your internship. This confidentiality obligation continues indefinitely, even after the completion of your internship.

## **Intellectual Property**

You agree that all work product, inventions, discoveries, designs, code, documentation, algorithms, models, or any intellectual property created by you during your internship, whether during scheduled hours or otherwise, using Company resources or related to Company business, shall be the sole and exclusive property of Veridant AI Solution Private LTD.

You hereby assign all rights, title, and interest in such work to the Company and agree to execute any documents necessary to perfect the Company's ownership rights. You will not have any claim to compensation or royalties for such intellectual property.

## **Use of Company Resources**

You may be provided access to Company resources including computers, software, development tools, communication platforms, and office facilities solely for the purpose of completing your internship responsibilities. You agree to:

- Use Company resources only for authorized internship-related activities
- Not install unauthorized software or access inappropriate content
- Comply with all IT security policies and data protection guidelines
- Not use Company resources for personal projects or commercial purposes
- Return all Company property immediately upon completion or termination of the internship

## **Return of Company Property**

Upon conclusion of your internship, whether voluntary or involuntary, you will immediately return to the Company all of its property, equipment, documents, access cards, ID badges, laptops, mobile devices, and any other materials, including all electronically stored information on personal devices. You must also delete any Company-related data from your personal devices and certify in writing that you have done so.

## **Learning Objectives and Responsibilities**

During your internship, you will:

- Work on assigned projects related to **[AI development/machine learning/data analysis/software development - specify]**

- Participate in team meetings, code reviews, and learning sessions
- Assist in research, testing, and documentation activities
- Complete assigned tasks within agreed timelines
- Follow Company coding standards, best practices, and quality guidelines
- Actively seek feedback and demonstrate willingness to learn

Your specific responsibilities and projects will be determined by your supervisor based on your skills, interests, and Company needs.

## **Performance Evaluation**

Your performance will be assessed based on:

- Quality and timeliness of work delivered
- Technical skills and problem-solving ability
- Initiative, curiosity, and learning attitude
- Professionalism, communication, and teamwork
- Adherence to Company policies and guidelines

Feedback will be provided regularly, and a final evaluation will be conducted at the end of your internship to determine eligibility for certificates and recommendations.

## **Company Policies**

By accepting this offer, you agree that throughout your internship, you will:

- Observe all policies and practices governing the conduct of our business and team members
- Comply with our policies prohibiting discrimination, harassment, and workplace misconduct
- Adhere to our Code of Conduct and professional standards
- Follow all data security and information technology policies
- Maintain professional behavior, punctuality, and regular communication
- Complete all assigned tasks with diligence and integrity
- Respect the work environment and your fellow team members

You will receive a copy of the Company's policies during your onboarding, which you will be expected to read and acknowledge.

## **Liability and Insurance**

As an unpaid intern, you understand that the Company does not provide health insurance, accident insurance, or any other insurance coverage for you. You are responsible for obtaining your own health insurance coverage. The Company will not be liable for any injury, illness, or accident that may occur during your internship, except as required by applicable law.

You agree to indemnify and hold harmless the Company from any claims, damages, or liabilities arising from your actions during the internship, except in cases of gross negligence or willful misconduct by the Company.

## **Background Verification**

This offer is contingent upon satisfactory verification of your educational credentials, identity documents, and background information. The Company reserves the right to withdraw this offer if any information provided by you is found to be false, misleading, or if you fail to meet the eligibility criteria.

## **Documents Required**

Please submit the following documents on or before your joining date:

1. Signed copy of this offer letter
2. Signed Non-Disclosure Agreement (NDA)
3. Signed Internship Agreement
4. Copy of valid government-issued photo ID (Aadhaar/PAN/Passport/Driver's License)
5. Recent passport-sized photographs (2 copies)
6. Current semester enrollment proof / College ID card / Degree certificate
7. Educational certificates or transcripts
8. Letter from your institution (if internship is for academic credit)
9. Emergency contact information
10. Declaration of understanding that this is an unpaid position

## **No Employment Relationship**

You acknowledge and agree that this internship does not create an employer-employee relationship. This is a voluntary educational internship, and you are not entitled to any wages, salary, benefits, or employment rights under labor laws applicable to employees. Upon completion of this internship, you will not have any automatic right to employment with the Company.

## Complete Agreement

This letter sets forth the complete offer we are extending to you, and supersedes and replaces any prior inconsistent statements, discussions, or representations, whether oral or written. This offer may be changed only by a subsequent written agreement signed by an authorized representative of the Company.

## Governing Law

This agreement shall be governed by and construed in accordance with the laws of India. Any disputes arising out of or in connection with this internship shall be subject to the exclusive jurisdiction of the courts in **[City Name]**.

## Acceptance Deadline

Please indicate your acceptance of this offer by signing below and returning a scanned copy to **[HR Email]** by **[Acceptance Deadline Date]**. If you have any questions or require clarification, please contact me at **[Contact Email/Phone]**.

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We are excited about the opportunity to support your educational and professional development. We look forward to welcoming you to Veridant AI Solution Private LTD and hope this internship will be a valuable learning experience.

Very truly yours,

**[Signature]**

**[Name]**

**[Title - e.g., Human Resources Manager / Founder / Director]**

Veridant AI Solution Private LTD

Email: **[Email]**

Phone: **[Phone Number]**

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## ACCEPTANCE OF OFFER

I, **[Intern Name]**, accept the unpaid internship position with Veridant AI Solution Private LTD on the terms and conditions set out in this letter. I confirm that I have read, understood, and agree to all the terms mentioned above, including:

- This is an unpaid internship with no monetary compensation
- I am not considered an employee and will not receive employee benefits
- I understand and accept the confidentiality and intellectual property obligations

- I will comply with all Company policies and return all Company property upon completion
- I acknowledge that this does not create an employment relationship

**Printed Name:** \_\_\_\_\_

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

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

**College/University:** \_\_\_\_\_

**Degree/Program:** \_\_\_\_\_

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**Company Registration Details:**

Veridant AI Solution Private LTD

CIN: [Company Identification Number]

Registered Office: [Complete Registered Address]

Website: [www.veridantAI.in](http://www.veridantAI.in)

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