



Date: 11/4/2025

## OFFER LETTER

[LOGO\_IMAGE]

October 26, 2024

Harshvardhan

[Candidate's Address]

Subject: Offer of Employment: Intern

Dear Harshvardhan,

We are pleased to offer you an internship position at IBM, Gurgaon. We were very impressed with your skills and enthusiasm during the interview process and believe you would be a valuable addition to our team.

This internship offers you the opportunity to join our [Department Name - if applicable] team as an Intern, reporting to [Reporting Manager Name/Title]. This role will provide you with practical experience in [briefly mention key areas of experience].

Your internship will commence on April 12, 2025, at our Gurgaon office.

You will receive a monthly stipend of INR 25,000.

IBM offers a range of benefits to support our employees. As an intern, you will benefit from our hybrid work culture, allowing for flexibility and a balanced work-life integration. This internship will also provide valuable experience to enhance your professional development.

Your standard working hours will be from 9:00 am to 6:00 pm, Monday to Friday.

This internship is for a fixed term of six months. Upon successful completion of your internship and based on your performance and business needs, you may be considered for a full-time position at IBM. Please note that this internship constitutes at-will employment.

To accept this offer, please sign and return a copy of this letter by [Acceptance Deadline - e.g., November 10, 2024]. We encourage you to reach out if you have any questions or require further clarification.

We are excited about the prospect of you joining IBM. We believe this internship will be a mutually beneficial experience, providing you with valuable skills and contributing to our team's success.

Sincerely,

[Name of Hiring Manager/HR Representative]

[Title]

IBM Gurgaon

## SIGNATURES

Authorized Signatory:



IBM

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