



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 highly 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]. You will be working closely with experienced professionals, gaining practical experience in [briefly mention key areas of work/projects].

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 experience our hybrid work culture, providing you with flexibility and valuable experience in a dynamic work environment.

Your standard working hours will be from 9:00 am to 6:00 pm, Monday to Friday. Please note that there may be occasions where flexibility is required to meet project deadlines.

This internship is for a fixed term of six months. Upon successful completion of your internship and based on your performance, you may be considered for a full-time position at IBM. This internship is considered at-will, meaning that either you or IBM may terminate the internship at any time, with or without cause and with or without notice, subject to applicable law.

To accept this offer, please sign and return a copy of this letter by [Acceptance Deadline - e.g., November 10, 2024]. We understand you may have questions, so please don't hesitate to contact us if you require any further clarification.

We are excited about the prospect of you joining our team and look forward to your positive response.

Sincerely,

[Name of Hiring Manager/HR Representative]

[Title]

IBM Gurgaon

## SIGNATURES

Authorized Signatory:

A handwritten signature in black ink on a light gray grid background. The signature reads "Pete Smith" in a cursive script.

IBM

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