

Date: 30th January ,2025

Internship Letter

To,

Deepika M

Hyderabad.

Dear Deepika,

We are excited to extend an internship opportunity with Prismire Software Solutions Pvt. Ltd. Below are the details of the offer.

Designation, Commencement Date, Duration:

Your internship will commence on **03rd February 2025**. You will join as an 'E-Publishing Developer Intern' at our Hyderabad office and report virtually to the HR Team. The internship duration will be 6 months, starting from **03rd February 2025**, contingent on satisfactory performance during periodic evaluations.

Compensation and Perks:

You will be entitled to a stipend of Rs. 12,000/- per month. As an 'E-Publishing Developer Intern,' no stipend will be provided during the initial 30-day training period. Upon successfully completing the training and evaluation, you will be assigned to a junior-level role with a stipend of Rs. 12,000/- per month for the first 6 months. After this period, any stipend increase will be contingent on your performance.

Termination and Resignation Policy:

The company policy stipulates that if the organization decides to terminate an employee, it is obligated to provide a notice period of 7 days. This means that the company can end the employment relationship with the employee by informing them 7 days in advance.

On the other hand, if the employee chooses to resign, they are required to give a much longer notice period of 3 months. This extended notice period allows the company ample time to manage the transition, and ensure a smooth handover of duties. Therefore, employees must provide at least 3 months' notice if they intend to leave the organization voluntarily. Release during the notice period will be determined at your manager's discretion.

Confidential Information and Non-Disclosure Obligation:

By accepting this offer of internship, you acknowledge that you must keep all this information strictly confidential, and refrain from using it for your own purpose or from disclosing it to anyone outside the company.

Name: _____ Employee Signature: _____

Work Timings and Weekly Off:

Your working hours will be from 9:30 am to 6:30 pm, Monday to Friday. However, you may be required to work additional hours as needed for the effective performance of your duties. In addition to Saturdays and Sundays, any public holidays observed by the Company will be recognized as holidays, though you may be asked to work on Saturdays depending on business needs.

Company Rules and Policy Amendments:

Your employment with the Company will be subject to its established rules and regulations. These rules may include guidelines related to conduct, discipline, performance expectations, work hours, holidays, confidentiality, and any other policies necessary for the effective operation of the Company. The Company reserves the right to amend or introduce new rules as needed.

In case of unsatisfactory performance, the company has the right to terminate your employment without prior notice.

Welcome to the Prismire Software Solutions Pvt Ltd!!

We are excited to welcome you to Prismire Software Solutions Pvt. Ltd. and look forward to seeing you grow and thrive in your career with us.

Yours sincerely,


HR MANAGER



Prismire Software Solutions Pvt Ltd

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date:

Location:

Name: _____ Employee Signature: _____