



**CONFIDENTIAL**

**28<sup>th</sup> April 2021**

**Hitesh Chopra**

**Subject: Offer of Internship**

Dear **Hitesh**,

Based on our recent discussions, we are pleased to offer you an Internship with Accolite Digital India Pvt. Ltd. The internship is a significant experience in the course of your developing into a qualified professional. Therefore, we do hope you will use this opportunity to add value mutually to and from the organization.

The details of your internship with us are as follows: -

1. Date of Joining: **3<sup>rd</sup> May 2021**
2. Duration: **3<sup>rd</sup> May 2021- 3<sup>rd</sup> May 2022**
3. Stipend – **INR 20,000 per month**
4. Location: **Gurgaon**

**Probation:**

You shall initially be under probation for a 30-day period from the date of joining our service. The Company reserves the right to terminate your internship at any time during your probation. You will be required to give 15 days' notice in writing to Accolite in case you wish to resign / leave the services. In the event of your failing to give notice as stated herein above, Accolite may deduct from the dues payable to you. The decision of Accolite Management in this regard will be final and binding on you. On satisfactory completion of your probation, your Appointment to Internship will be deemed confirmed. Accolite reserves the right to confirm your appointment to internship and terminate this even before the expiry of the said 30-day period.

During your internship, you will be required to comply with the Company's rules, regulations and such other practices, systems, procedures and policies that the Company communicates to you, all of which may, from time to time, be added, amended and/or terminated by the Company at its discretion. You will be paid the specified Compensation (less required deductions and withholdings) at the end of each month.

This letter of offer shall not be constructed as creating or evidencing any separate or independent obligation of the Company or any other person or entity to hire or to retain you as its employee, consultant or otherwise for any specified period of time or to assign to you any particular duties or responsibilities. Your performance will be reviewed from time to time during your internship. The Company reserves the right to terminate your internship at any time, if it not satisfied with the quality of services rendered by you. In case you wish to resign / leave the services, you will be required to give 15 days' notice in writing to Accolite. In the event of your failing to give notice as stated herein above, Accolite may deduct from the dues payable to you. The decision of Accolite Management in this regard will be final and binding on you.

You shall maintain total secrecy with regard to any confidential information pertaining to the Company and its customers and you shall not divulge it either during the internship or at any point following the internship unless you are authorized to do so in writing by the Company. In exchange for this internship, you agree that all work and Intellectual Property produced during your internship belongs to the Company. Additionally, as a pre-requisite for your internship, you will be required to sign the Company's Non-Disclosure Agreement ("Agreement") on the start date of your Internship, and in the event of any



conflict between this letter and the Agreement, the Agreement shall apply.

**On joining, you are requested to please provide copies of the following documents, as and where applicable:**

1. Certificates of educational qualifications
2. 2 passport size photographs in color
3. PAN Card copy
4. ID Proof (DL or Aadhaar Card or Voter ID Card)

We welcome you once again to Accolite Digital India Pvt. Ltd. and sincerely wish you a rich and rewarding career.

Warm regards,

**Milind Mutalik**  
**Chief People Officer**  
**Accolite Digital India Pvt. Ltd**

Kindly return a copy of this letter duly countersigned by you on each page in acceptance of the terms and conditions set out herein.

Signed: \_\_\_\_\_