



Internship Offer Letter

Dear **Naveen Satya Sai Utukuri**,

Subsequent to your interview with us, we are pleased to offer you an internship with **turtil** and offer you the position of **Summer Intern - Paid**.

1. Your date of joining will be **05th May 2025**.
2. Your stipend will be **Rupees. 12,000/-** per period.
3. The internship duration will be **30 days** from **05th May 2025** to **13th June 2025**. Upon successful completion of the internship, a full-time position may be considered, subject to performance evaluation and market conditions.
4. Your remuneration and related information are confidential and should not be disclosed to any third party.
5. You are expected to abide by all company policies, which may be updated at the company's discretion.
6. Your internship with the company is on a full-time basis, and you are not permitted to engage in any other employment, consultancy, or freelance work during the internship period.
7. Your employment is contingent upon satisfactory background verification and references.
8. You may have access to confidential company information, which you must maintain with the highest level of integrity and discretion.
9. Any intellectual property created during your internship shall be the sole property of the company.
10. Leave entitlement during the internship period will be as per company policy and subject to approval.
11. Upon completion or termination of your internship, all company property must be returned immediately.
12. If any information provided by you is found to be false or misleading, the offer may be revoked immediately.



13. During your internship, you are not allowed to engage in any business activities that directly compete with the company.
14. You agree to indemnify the company against any losses or damages arising due to your actions during the internship.
15. Any notices will be considered duly delivered if sent via email or registered post to your recorded address.
16. This offer letter, along with company policies, forms the sole agreement governing your internship and supersedes any prior communications.
17. Performance reviews will be conducted periodically, and failure to meet expectations may lead to termination.
18. The company reserves the right to terminate your internship immediately if you are found guilty of misconduct, unethical behaviour, or policy violations.
19. The terms of this agreement are legally binding and governed by the laws of Telangana.
20. At any point, if you fail to submit the work or don't serve the entire period of the internship; your compensation will be withheld.

Please sign and return a copy of this letter as a token of your acceptance.

Regards,

Jithin P Jose (Lead HR Specialist)

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Naveen Satya Sai Utukuri

Date: 25/04/2025

Place: Mandapeta



ANNEXURE B: UNDERTAKING

1. Code of Conduct & Policies

The Intern is expected to:

- Exhibit professionalism, respect, and integrity at all times.
- Follow turtil's policies related to workplace behaviour, communication, and data protection.
- Avoid any conflict of interest or engagement with competing businesses.
- Refrain from any misconduct, discrimination, or harassment.

Failure to adhere to these guidelines may lead to immediate termination of the internship.

2. Confidentiality

The Confidential Information provided to you during your training may include valuable trade secrets belonging to turtil and its affiliates. You are required to maintain the strictest confidentiality and must not share, disclose, or use this information except as necessary for the performance of your duties at the company. Upon completion or termination of your training, you must return all Confidential Information, including any copies, summaries, or compilations, to turtil.

Any breach of these obligations may result in disciplinary action, including immediate termination of your training. These confidentiality obligations shall remain in effect even after your training ends.

3. Intellectual Property

All training materials, operational manuals, business data, strategic plans, financial projections and results, sales and marketing insights, customer information, software programs, and other business, commercial, or technical data related to the business strategies, objectives, transactions, financial arrangements, operations, systems, methodologies, standards, specifications, concepts, ideas, projects, procedures, and proprietary knowledge of turtil and its affiliates, provided to you during your training, in any tangible form, shall be considered confidential. Additionally, any discoveries, inventions, or derivative works created or



conceptualized by you during your internship shall also be classified as Confidential Information and will remain the sole and exclusive property of turttil and its affiliates.

4. Return of Company Property

Upon termination of the internship, all company assets must be returned.

5. Non-Compete & Non-Disclosure

Interns are prohibited from engaging in activities that conflict with company interests.

6. Non-Disparagement

Interns shall not make any negative statements regarding the company, its employees, or policies.

7. Compliance

Interns affirm that they have no conflicting agreements with any other entity that may impact their engagement with the company.

8. Binding Agreement

This undertaking is legally binding and applies even after the completion of the internship.

Naveen Satya Sai Utukuri

Signature: Naveen Satya Sai Utukuri

Date: 25/04/2025

Jithin P Jose (Lead HR Specialist)

Signature: Jithin P Jose

Date: 24/04/2025

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