



February 15, 2024
Ref: HR/2024-25/OLI-IN32

Candidate Name : Sangram Nangare
Sub: Internship Offer

Dear Sangram

On behalf of ITHENA Technologies Pvt. Ltd, I am pleased to extend to you this offer of temporary employment as a **Trainee-Software Developer** reporting to the Technical Director. If you accept this offer, you will begin your 6 months internship with the Company from the date of your joining, and you will be expected to work Monday to Friday.

Please report at **11:00 am** and your work location will be ITHENA India office, address which is given below:

ITHENA Technologies Private Limited
6TH FLOOR AMAR MADHUBAN TECH PARK
OPP AUDI SHOWROOM BANER PUNE:45

Please note that it is important to be on time to complete the joining formalities. On or before your joining date, please send self-attested scan copies of the following documents along with the attached joining form with this mail.

- Highest education degree certificate / provisional degree certificate and consolidated/ All semester mark sheets. Photocopies/scan copies should include both front and back sides of certificate.
- Relieving letter/ Experience Letter / Resignation acceptance letter from your most recent employer. If you have been employed for 1 year or less with the most recent employer, you must also bring a relieving letter/experience Letter from the prior employer. Include your employee number with such previous employer(s).
- Proof of identity: passport, driving license, voter's identification card, PAN card, or credit card with photograph.
- Copy of Pan Card & Aadhar Card is mandatory. Photocopies/scan copies should include both front and back sides of certificate.
- If you have ever changed your name at any point of time, and for any reason whatsoever, please bring supporting documents for the same.
- All the above documents are mandatory, and you will not be allowed to join without them.
- On your joining date, please bring the original documents for verification purposes.

You will be paid stipend of Rs. **25200/-** per month, [Rupees Twenty-Five Thousand Two Hundred Only] less all applicable taxes and withholdings, payable. As an intern you will be receive "temporary employment" status. As a temporary employee, you will not receive any of the employee benefits that regular Company employees receive, including, but not limited to, health insurance, vacation or sick pay, paid holidays.

If you decide to leave the Company, for any reasons, you are required to serve the company a thirty days' notice in writing or thirty days' stipend in lieu of your notice period. If the company decides to terminate your employment, the company will likewise give you thirty days' notice in writing.

ITHENA Technologies Private Limited

Corporate & Registered Office: 401 Aquila Classique, Ramnagar Colony, Bavdhan, Pune 411021, India.
Phtwo: + 91 7888 03 6665 | ITHENA@ITHENA.ai | www.ITHENA.ai | CIN: U72900PN2019PTC186412



The company reserves the right to make a payment in lieu of notice or its proportionate shortfall computed on basis salary only (as the case may be) should it decide to terminate this letter of appointment. The company reserves the right to hold you back in service or stop you from seeking any alternate employment during the three months' notice period even if you so choose to pay the company, compensation in lieu of notice period.

You are not entitled for any leaves/compensation benefits during your notice period as per clause mentioned in exit policy.

You are also not entitled for any experience or relieving letter if you leave company without completing your 6 months internship.

The training period may be extended by the Company at its discretion. On satisfactory completion of the training and after reviewing your performance you shall be appointed as an employee. The company may but is not bound to offer you employment at any time during training period or after three months of training period, having evaluated your association with the company in terms of your core performance, attitude, work habits and professional competence.

During your internship, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of temporary employment, you acknowledge that you must keep all this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your temporary employment, you will immediately return to the Company all its property, equipment, and documents, including electronically stored information.

By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. It may be changed only by a subsequent written agreement.

I hope that your association with the Company will be successful and rewarding. Please indicate your acceptance of this offer by signing below and returning it.

Yours sincerely,

For: ITHENA Technologies Private Limited

A handwritten signature in blue ink that reads 'Sanjivani'.

Sanjivani Kulkarni
Head-HR

I accept employment with the Company on the terms and conditions set out in this letter.

Name & Signature:

Date: February 15, 2024

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