

# Internship Offer Letter



03 Oct 2025

## Zaalima Technologies

Electronic City in Bangalore, Karnataka 560100

Dear Jugal Sharma,

We are pleased to offer you an internship position at **Zaalima Development** as a Web Development. After careful consideration of your application and interview, we believe that your skills and enthusiasm align well with our internship program.

### Internship Details:

- Position: Web Development
- Duration: 05-10-2025 –05-01-2026
- Weekly Hours: Flexible working hours
- Location: Remote
- Stipend: Up to ₹10,000 per month, based on performance evaluation.

Your internship will provide you with valuable industry exposure, hands-on experience, and an opportunity to contribute to our projects. The stipend will be performance-based, and evaluations will be conducted periodically based on your work quality, adherence to deadlines, and overall contribution.

### Rules and Regulations:

- ♦ Confidentiality: You must maintain the confidentiality of all company information, projects, and data during and after the internship.
- ♦ Work Ethics: Professional behavior, punctuality, and a proactive attitude are expected throughout the internship.
- ♦ Performance Evaluation: Your stipend will depend on your performance, assessed through task completion, dedication, and teamwork.

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- Code of Conduct: You are required to follow all workplace policies and guidelines provided by your supervisor.
- Leave Policy: Interns must inform their supervisors in advance if they need any leave. Unapproved absences may impact stipend eligibility.
- Completion Certificate: A certificate of completion will be provided upon successful fulfillment of the internship requirements.
- Termination Clause: The company reserves the right to terminate the internship in case of misconduct, poor performance, or violation of company policies.

To accept this offer, please sign and return a scanned copy of this letter by [Acceptance Deadline].

We look forward to having you on board and witnessing your valuable contributions to our team.

### Acceptance Acknowledgment

I, Jugal Sharma, accept the internship offer and agree to the terms and conditions mentioned above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Sincerely,



Mr. Padmalabha Gouda

