

Date: 30/05/2021

Appointment Letter

Dear Kinjal,

We are very pleased to offer you the position of "**Data Analyst**" for **BooksLuva MITra**.

Please find the following confirmation of the specifics of your internship:

Position Title: **Data Analyst**

Start Date: May 31th, 2021

End Date: June 16th, 2021

Reporting: You will be reporting to **Shubham Tripathi, Head of MITra Initiative**.

Mr. Shubham may be contacted by phone (7229089243) or by email (shubhamtripathi058@gmail.com)

Internship Responsibilities: Your day-to-day responsibilities will include the following:

- Completing the given tasks.
- Brain storming & implement new initiatives.
- Attend weekly sessions.
- Office Location: Work from Home

Sincerely,



Kanha Pal

(Founder & C.E.O)