



## **Internship Offer Letter**

Date 13<sup>th</sup> October 2021

Dear K. M. Minhaz Uddin,

We are pleased to offer you an internship at GAO Tek Inc. Your internship is scheduled for a period of **three months** effective from the date of joining. Your appointment will be governed by the terms and conditions presented on the attached agreement.

During the internship, you would be assigned with tasks and assignments that focus primarily on developing new skills and gaining a deeper understanding of the concepts you learnt in class through hands-on application as well as based on your personal and professional skillset. Therefore, you would be expected to put your best efforts in executing the assignments given to you and to deliver outstanding quality and results that exceed team expectations. In return, we are committed to provide you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

You will receive three certificates on successful completion of the internship, no stipend will be provided as this is an unpaid internship. To accept the offer, you need to sign and send back both the offer letter as well as the attached agreement at the earliest possible. Please note that this offer is valid only for 4 calendar days. If you have any questions or concerns, please feel free to contact us.

**Congratulations!** All of us at GAO Tek Inc. are excited that you will be joining our team! We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,  
Jenny  
HR Manager  
hr@gaotek.com  
GAO Tek Inc.  
[www.GAOTek.com](http://www.GAOTek.com)

**I agree with the terms and condition outlined above and in the agreement.**

Signed by

Position applied:

Software Development Internship