



Suvidha Mahila Mandal, Walni  
Registration No. MH/568/1995  
F No.12669  
Registered Under the Society Act of 1860

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Date: 26/04/2024

Ref. No.SMM2024WD962193

**INTERNSHIP: OFFER LETTER**

To,

**Lavkesh Prasad ,**

With reference to your interview, we are pleased to inform you that you have been selected as “**Web Development Intern**” in our NGO - “Suvidha Mahila Mandal”, with the following terms and conditions.

- You will contribute to **Web Development Services** and Fundraising activities, delivering impactful results.
- Internship Period: Your internship will commence on **April 27, 2024**, and conclude on **May 27, 2024**.
- This is a work-from-home position, requiring your involvement six days a week.
- You are expected to dedicate a minimum of 4 hours daily on all working days.
- Participation in daily team meetings via Google Meet is mandatory.
- Please note that this is an unpaid internship.
- A certificate of completion, which includes a unique identification number for online verification, will be awarded only if you fulfill the internship requirements, including the daily time commitment.
- You are required to maintain confidentiality regarding all aspects of the work, including processes, technical know-how, and research findings, both during and after the internship.
- The management reserves the right to terminate the internship without issuing a completion certificate in cases of misconduct that result in financial loss or damage to the organization's reputation.
- All software, courses, data, and materials developed during the internship are the property of Suvidha Mahila Mandal and are protected under the Indian Copyright Act.
- Upon completion of the internship, you must return all organization property, including login credentials and materials.
- The organization will take strict legal action in cases of piracy, leakage of confidential information, or other actions that harm the organization's interests.

**Mrs. Shobha Motghare**  
**Secretary, Suvidha Mahila Mandal**

I accept the above offer of employment with Suvidha Foundation (Suvidha Mahila Mandal), and I agree to the terms and conditions outlined in this letter.

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

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