**Date: ReplaceDate**

Dear **ReplaceName**.

I am delighted to welcome you to the **Solera Life Sciences Private Limited** family as a **ReplacePosition**. At **Solera Life Sciences Private Limited**, we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable and *meaningful* experience with us.

Your appointment will be governed by the terms and conditions presented in the

**Annexure A.**

**Congratulations!**

Text, letter

Description automatically generated**Best regards,**

**Manish Kothary.**

**Chief Executive Officer.**

**Solera Life Sciences Private Limited.**

[manish@soleralife.com](mailto:manish@soleralife.com)

[hr@soleralife.com](mailto:hr@soleralife.com)

[mkothary@gmail.com](mailto:mkothary@gmail.com)

**Annexure A**

You shall be governed by the following terms and conditions of service during your internship with **Solera Life Sciences Private Limited**, and those may be amended from time to time.

1. You are being hired as a **Graphic Designer Intern**.
2. **You will be paid a consolidated stipend of INR 5,000 (five thousand only) per month. There will not be any statutory deductions.**
3. **If we find your performance unsatisfactory or not up to the mark, your internship will be terminated on the spot.**
4. You need to work for **at least four (04) hours per day** from **Monday to Saturday**.
5. You will get a “Letter of Completion” **once you complete** this internship **successfully**.
6. **Your date of joining is February 1st, 2021 and you are being hired for a period of a minimum of three (03) months.** During this time, you are expected to devote your time and efforts solely to Solera’s work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.
7. You will be working remotely for the duration of the internship. There will be meetings scheduled with your mentor to discuss work progress and overall internship experience at regular intervals.

1. All the work that you will produce at or in relation to Solera Life Sciences Private Limited will be the intellectual property of **Solera Life Sciences Private Limited**. **You are not allowed** to store, copy, sell, share, and distribute it to any third party under any circumstances. Similarly, you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking sites, and offline among your friends, relatives, etc.) without prior approval from your mentor.
2. **We take data privacy and security very seriously**. **Maintaining confidentiality of any students’, customers’, clients’, and companies’ data and contact details that you may get access to during your internship will be your responsibility**. **Solera Life Sciences Private Limited** operates on the **zero-tolerance** principle regarding any breach of data security guidelines. At the completion of the internship, you are expected to hand over all Solar’s work/ data stored on your Personal Computer to your mentor and delete the same from your Personal Computer.
3. You are expected to conduct yourself with the utmost professionalism in dealing with your mentor, team members, colleagues, clients, and customers and treat everyone with due respect.
4. Under normal circumstances, the agreement shall be valid, from the date of starting of this internship, till the time **Solera Life Sciences Private Limited** and/or you deem so fit. However, Solera Life Sciences Private Limited may terminate this agreement immediately, without any notice, under situations of unprofessional behavior and/or lack of performance delivery. Parties acknowledge and agree that any amendment in the terms and conditions of the arrangement shall be in writing or over email.
5. We love people who like to go beyond the normal call of duty and can think out of the box. Surprise us with your passion, intelligence, creativity, and hard work – and expect appreciation & rewards to follow.
6. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It’s your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.
7. Have fun at what you do and do the right thing – both the principles are the core of what **Solera Life Sciences Private Limited** stands for and we expect you to imbibe them in your day-to-day actions and continuously challenge us if we are falling short of expectations on either of them.

**ACCEPTANCE**:

I, Indrani Chakraborty, have agreed, read, and understood all the terms and conditions of this Internship Offer Letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

**Date**: **Signature**:

**Place**: **Name**: