

Urgent IT Solution

Address – 1802-17th Floor, Galaxy Blue Sapphire Plaza
Greater Noida, Uttar Pradesh, India
Website: www.urgentitsolution.com
Phone: +91 7408142576, 7303468125



Date - 12/01/2026

Employee Name- Chirag Kumar

R/O- Village- Bahadarpur Jatt, Post- Bahadarpur Jatt, Jawalapur, Haridwar, Uttarakhand-India PIN - 249404

Email: chiragchoudhary340@gmail.com

Employee Code- UIS0226

Dear Chirag,

Subject: Offer of Internship as Frontend Developer Intern (Unpaid)

We are pleased to extend to you this formal offer of employment at **Urgent IT Solution** as a **Frontend Developer Intern**, reporting to **Team Leader**. This letter outlines the terms and conditions of your unpaid internship.

1. Terms of Employment:

Position: Frontend Developer Intern

Start Date: 12th Jan 2026

Working Hours: Monday to Saturday, 9.30 AM to 6.30 PM

2. Job Responsibilities: You will be expected to contribute to the following tasks:

- ❖ Assisting in software development and coding
- ❖ Participating in team meetings and agile sprints
- ❖ Debugging and testing code
- ❖ Writing documentation as required
- ❖ Any other tasks assigned by your mentor or supervisor

3. Probation Period: You will be under probation for **3** months. After successful completion will be confirmed and salary hike will be given.

4. Termination Policy: Company will immediately terminate you without any notice if you break any rules and regulations of the company.

The employee will immediately be terminated without any notice or pay if he/she is found in some criminal act, legal case or disclosing any company secrets or stating any false or inappropriate statement in public/private

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5. **Office timing:** Office timing is 9:45 am to 6:30 pm. If you come after 10 am we will mark your attendance as half day.
6. **Leave:** You will be eligible for leaves as per the leave policy of the organization.
7. **Notice period:** 30 days without any excuse from both sides if you are leaving the office you have to handover your all projects and details to the company in case if you will not follow all of these companies will take legal action against you and will not pay for your working days.
8. **Discipline:** During your Internship with us, you shall be subject to such rules and regulations, as are made by us from time to time at our discretion, such rules being notified from time to time and will be applicable to you at all times, whether they are individually notified to you or not.
9. **Misbehavior or breach of trust:** If during your Internship with the Company, Management arrives at the conclusion that you have committed any misbehavior or breach of trust in relation to the assignments handled by you, or generally in relation to your internship with the Company, the Company reserves its right to terminate your internship without any notice.
10. **Other Policies:** The Internship terms and conditions will be amended from time to time as per company requirement.
Employees must deliver a minimum work value of ₹25,000 per month as per company terms.
11. **Documents Required:** You are requested to submit a set of basic docs-
 - ❖ Updated Resume
 - ❖ Photocopies of all certificates in support of your educational qualification
 - ❖ Copy of identity Proof (Voter ID Card/Ration Card/Valid Passport)
 - ❖ Copy of Aadhar Card
 - ❖ Copy of valid Driving License
 - ❖ Copy of PAN Card
 - ❖ Four passport size photographs,
 - ❖ Medical fitness certificate issued by a registered medical practitioner.
12. If the above offer is acceptable to you, please sign and return to us a duplicate copy of the letter as a token of your acceptance.

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- 13.** Your Appointment is confirmed subject to clearance of Background verification comprising of your academic, demographic, past employment, criminal record verification and such other details as required and a satisfactory report from your former employers and the references given by you. This will be carried out either by the Company or an appointed agency or both. It is understood that, if the information provided by you is found untrue in the future, then your services are liable for immediate termination without any notice.

Please take the time to carefully review the terms of appointment. Accepting employment will be conditional after agreeing and signing the attached copy of this letter and the attached Annexure(s), signing at the right-side lower corner of each page, and returning it to HR Department upon your earliest convenience.

We welcome you to our organization and look forward to a rewarding and happy association with you.

Sincerely,

Urgent IT Solution

For URGENT IT SOLUTION

Proprietor

Brajendra Singh
CFO Founder

Signature of Employee

