



CepiaLabs Pvt. Ltd.

Infospace, Sector-135, Noida  
[www.cepialabs.com](http://www.cepialabs.com) | [info@cepialabs.com](mailto:info@cepialabs.com)

Date: 27 December 2025

To,  
MD SOAIB AKHTAR  
13, Hajipur  
Vaishali  
Bihar - 844122

### Subject: Offer of Provisional Internship, Programmer Analyst – Intern

Dear MD SOAIB AKHTAR,

We are pleased to offer you a Provisional Internship with **CepiaLabs Pvt. Ltd.** for the position of *Programmer Analyst – Intern*, subject to the terms and conditions set forth in this letter.

Please note that this offer is provisional in nature, and your internship will be confirmed upon successful completion of a probationary period of one (1) month from your date of joining.

#### 1. Internship Details

- Position Title: Programmer Analyst – Intern
- Mode of Work: Work from Home
- Type: Full-Time
- Start Date: 29th December, 2025
- Internship Duration: 3 Months (extendable to 6 months)
- Probation Period: 1 Month
- Reporting Manager: To be assigned upon joining
- Internship HR Coordinator: Ms. Sakshi Gupta
- Working Hours: Monday to Friday, 10:00 AM – 7:00 PM

#### 2. Provisional Nature

This internship offer is provisional and subject to confirmation via a Confirmation Letter upon successful completion of probation.

#### 3. Internship Duration

The internship will initially be for a period of three (3) months, with possible extension up to six (6) months.

#### **4. Compensation**

Please note this is an unpaid internship with no stipend or monetary compensation.

#### **5. Performance & Professionalism**

You are expected to maintain full attendance, professional conduct, and complete assigned tasks.

#### **6. Exclusivity**

Dual internships or employment during the tenure are strictly prohibited.

#### **7. Notice Period**

During probation: 3 days. Post-confirmation: 7 days.

#### **8. Company Policies**

Adherence to company rules and policies is mandatory. Violations may lead to disciplinary action.

#### **9. Documentation**

All required documents and certificates must be submitted prior to joining.

#### **10. Termination Clause**

CepiaLabs Pvt. Ltd. reserves the right to terminate the internship for poor performance or misconduct.

#### **11. No Guarantee of Employment**

This internship does not guarantee future employment.

#### **12. Acceptance and Joining**

Kindly confirm your acceptance by signing and returning a scanned copy of this document on or before 29th December, 2025.

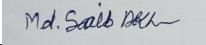
We look forward to a rewarding association with you.

Warm regards,

**Kanika Khare**

HR – Internship Programs  
CepiaLabs Pvt. Ltd.

**Accepted and Signed by: MD SOAIB AKHTAR**

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

Date: 12/31/2025