

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.

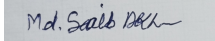
Warm regards,

Kanika Khare

HR – Internship Programs

CepiaLabs Pvt. Ltd.

Accepted and Signed by: MD SOAIB AKHTAR

Signature:  _____

Date: 12/31/2025