

OfferLetter

# To,

Anjali Tiwari

Address-Bankat pawara jaunpur 222202

Contact-9335958297

# Congratulations…!!

**Sub:** Offer for Appointment as a Intern in .Net Technology.

We are please to offer you the position of a .Net Internship organization and looking Forword to have you on board on or before 29 Of July 2024.

**Position:**.Net Internship.

**StartDate:** 29,july *.*

**Stipend:** INR 8,000/- (Eight thousand only) per month will be paid to you as a consolidated stipend, you will not been titled to any other benefits, apart from the above.



1. As a .Net Internet BitProSoftTech,you will have the opportunity to gain hands-on experience in .Net development while collaborating with our team on real projects. During your internship, your performance will be closely monitored by your supervisors ,and you will receive feedback and guidance to help you develop your skills.
2. **Probation Period:** You shall be appointed on probation for Six months, from the date of joining the company. In the event, if your services are found satisfactory, during the probation period, your services shall be automatically confirmed. In case of non-performance during this period, the Company at its sole discretion may then extend the probation period or relieve you of your services.
3. **Confidentiality of Terms:** You agree not to disclose any of the organization, project or client details with anyone inside or outside the organization .This may lead to *courts of conduct.* You must not disclose, either directly or indirectly, any information, including any of the terms of this agreement, regarding salary, bonuses, or option allocations to any person, including other employees of the Company.
4. **Resignation Terms:** If you decide to leave employment, you will be required to give a three-month notice to the management whenever you choose to leave the employment. If you leave employment without giving the requisite notice company can take any legal action against you.

Important Guidelines

Annexure A

EmployeeObligation

We are glad you chose to join the young and dynamic BitProSoftTech team. We believe that an organization consists of a group of capable individuals who join hands to work towards a common goal. We welcome you to work for that goal. At BitProSoftTech we are committed to the growth of the organization through the growth of the individual. We believe in our core values and our ideology which are reflected in each assignment we undertake. With our exceptionally brilliant group of team members we are confident that we will succeed!

Termination/Notice Period

Your employment with the Company is subject to termination on the following terms:

Should you want to terminate the relationship professionally, you will be required to give proper 3 months notice period and work through the transition period. This period may be shorter upon mutual agreement between company management and you. Should the company want to terminate the relationship for any reason not to include lack of performance or violation of company policies, the company shall provide you a notice period. For reasons to include lack of performance or violation of company policy, the company reserves the right to immediately terminate your employment.

Work Days/Working Hours

The working hours from Monday to Friday is 9:00 A.M. to 6:00 PM, the member will be required to work for at least 9 hours per day including one hour break. Additionally, we work Saturdays and Sundays according to demand of Client, office timing may also very as per client requirement.

Confidentiality of Terms:

You agree not to disclose any of the organization, project or client details with anyone inside or outside the organization. This may lead to *courts of conduct.* You must not disclose, either directly or indirectly, any information, including any of the terms of this agreement, regarding salary ,bonuses , person ,including other employees of the Company.

Office Culture and Etiquettes:

1. Youareamatureprofessionalandweexpectyoutocarrythatbehaviorwheninoffice.
2. We maintain a very positive, open and collaborative environment. We expect you to participate with that in mind.
3. BitProSoftTech takes pride in being one of the best places for you to grow professionally and in your career. More importantly, as you will see, we are an excellent platform for you to grow confidence and develop your personality. Use this opportunity to benefit you.
4. Let us respect others and treat them the way you would like to be treated practicing empathy.
5. Let us keep our office clean and let us help each other ,just like others will help you.
6. For the benefit of your colleagues, please put your mobile phone on silent mode when in office. You would not like to disturb others with the ring-tone, just like you do not want others to disturb you.



# Annexure B

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| **List Of Documents to be submitted before joining.** | |
| **S. No** | **Particulars** |
| 01 | Identity Proof(Only Pan Card and Passport will be accepted).(Please apply for it AS A Pin case if it’s not |
| 02 | AddressProof(VoterID/Passport/AadharCard/DrivingLicense/TelephoneBill Electricity Bill) |
| 03 | 10th/12th Mark sheet (Xerox). |
| 04 | Highest Qualification Mark sheet (Final Year Only). |
| 05 | Last Two Years Employment Proof (Exp. Letter/Offer Letter/Relieving Letter) |
| 06 | Resignation Mail/Relieving Letter from your Current Company. |
| 07 | Last month Salary slips/Bank statement. |
| 08 | Saving Bank Account’s Statement/Passbook Copy/Cancelled Cheque |
| 09 | Two Passport Size Photographs(not olderthan6 - Months). |

Please review this offer carefully and let us know of your acceptance at your earliest convenience. If you accept this offer, please sign and return a copy of this letter to us by.

We are excited about the prospect of having you join our team and look forward to your positive response. We believe that this internship opportunity will provide you with valuable skills and experiences to further your career in software development.



**Muskan Srivastava**

**Head HR**

**BitProSoftTechSoftwareSolutions,**SahaiComplex,3rdFloor IIM Mubarakpur Lucknow, Uttar Pradesh - 226013

Accepted by: Date:

[Signature of Anjali Tiwari]