

SWIZOSOFT (OPC) PRIVATE LIMITED

Registered Under Companies Act 2013, Ministry of Corporate Affairs (CIN: U85499KA2024OPC195556),
Ministry of MSME (UDYAM-KR-27-0041437),
ISO 9001:2015 Certified Company
Regd. Office: Angadibail, Achave, Ankola, Uttara Kannada - 581344, Karnataka, India

Ref. No.: SZS/OFFR/2025/NOV/091

Date: 18th Nov 2025

INTERNSHIP OFFER LETTER

To,

Jane Smith (USN456)
XYZ College
jane@email.com

Subject: Offer of Internship for the Role of Data Analyst

Dear Jane Smith,

Congratulations!

We are pleased to offer you the position of **Data Analyst** at **Swizosoft (OPC) Private Limited** for a period of 3 months.

This internship is a **Paid** designed to help students **gain hands-on project** experience and develop **industry-ready skills** in their respective domains. You will be assigned project-based tasks to work on from your own location, under the guidance of our mentors and coordinators.

Our goal is to ensure that you learn through *real-time project execution* rather than classroom sessions — allowing you to experience how actual software projects are managed in the IT industry.

We are excited to have you join **Team Swizosoft (OPC) Private Limited**, and we look forward to your active contribution, learning, and growth throughout this journey.

Mr. Aditya Madhukar Bhat
Director, Swizosoft (OPC) Private Limited

TERMS AND CONDITIONS OF INTERNSHIP

The following terms and conditions apply to all interns of **Swizsoft (OPC) Private Limited**, irrespective of their role or department.

1. Nature of Internship

This internship is a **remote, unpaid internship program** purely meant for **learning and professional exposure**.

- No fees are charged from the intern.
 - No stipend or payment will be provided by the company.
The aim is to **enhance students' skills, teamwork, and exposure to IT project environments**.
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2. Duration

The internship will be for **3 months** from the commencement date mentioned in the official communication.

3. Mode of Work

This is a **remote-only internship**.

Interns will:

- Work on assigned project modules/tasks from their own place.
 - Attend **virtual meetings** as scheduled by the company or team leads.
 - Maintain regular communication and participate in project discussions through official platforms (e.g., Google Meet, Microsoft Teams, or others).
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4. Work Reporting & Meetings

To ensure consistent progress and teamwork:

- Interns must attend **project meetings** regularly as scheduled by the mentor or project lead.
 - **Daily or alternate-day update meetings** are mandatory to discuss progress, challenges, and next steps.
 - Each intern must **update their completed work** and progress reports during these sessions or via the designated communication channel (e.g., shared document or project board).
 - Consistent non-participation in meetings or updates may lead to termination from the internship.
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5. Learning and Mentorship

While formal teaching sessions are not conducted, interns will receive:

- Technical guidance from mentors or project coordinators,
- Feedback on assigned work,
- Suggestions for improvement to align with real-world industry practices.

This structure is designed to make the intern **learn by doing** — the best way to gain practical experience in IT.

6. Certificate of Completion

A **Certificate of Internship Completion** will be issued only to those interns who:

- Complete the full duration of the internship,
 - Regularly attend meetings and submit updates,
 - Actively contribute to assigned project work, and
 - Adhere to company guidelines and ethics.
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7. Confidentiality

All project data, code, and documents provided during the internship are the property of **Swizsoft (OPC) Private Limited**.

Interns are prohibited from sharing, copying, or distributing this material outside the team without prior written permission.

8. Non-Employment Clause

This internship does not imply an employment relationship.

It is exclusively a **learning and skill-building program**, and completion of this internship **does not guarantee future employment** with the company.

9. Termination

Swizsoft reserves the right to terminate the internship at any stage in case of:

- Repeated absence from meetings,
- Lack of updates or inactive participation,
- Misconduct or violation of confidentiality,

- Non-compliance with terms and conditions.

10. Declaration by the Intern

By accepting this offer, you acknowledge that you have read, understood, and agreed to all terms and conditions mentioned herein.

ACCEPTANCE PARAGRAPH (To be sent by the student via email)

I, [Your Full Name], from [Your College Name], hereby accept the internship offer for the role of **[Role Name] Intern at Swizosoft (OPC) Private Limited**. I have read and understood all the terms and conditions mentioned in the offer letter. I agree to attend regular meetings, provide project updates as required, and follow all company guidelines during the internship period. I look forward to gaining valuable knowledge and experience through this remote internship program.

Disclaimer

*Kindly copy the **ACCEPTANCE PARAGRAPH** and mail it to swizosoftopcprivatelimited@gmail.com if you agree to the terms and conditions mentioned in this offer letter.*

*You are permitted to **share or display only the first page (Offer Page)** of this document for academic or verification purposes.*

*The remaining pages containing the **Terms and Conditions** are strictly confidential and must **not be shared, forwarded, or published** in any form.*

*If any intern is found disclosing or circulating the confidential pages, **Swizosoft (OPC) Private Limited** reserves the right to **terminate the internship immediately** without prior notice.*

*Please note that you must **reply within 24 hours** of receiving this offer letter by sending your acceptance email to the above address. Failure to do so will result in **cancellation of your internship position**.*

Once Again Welcome to Swizosoft (OPC) Private Limited!