

To,
Mr. Kaustubh Shivaji Mane
Flat A/603, Samrajya Petkar, Shivtirth Nagar,
Kothrud, Pune -411038

02nd November 2017

Dear Kaustubh,

Subject: Internship letter

Further to the interviews in our organization, we are pleased to inform you that, you are appointed as “**Intern**” at **Opus Solutions Pvt. Ltd. Pune.**

1. Your joining date will be from the date you commence working with us but not later than **6th November 2017**. Your monthly Gross Stipend shall be **Rs.8,000/- (Rupees Eight Thousand Only)** & your designation will be “**Intern**”.
2. Your Stipend is strictly confidential and should not be divulged to anyone unless so directed by the management.
3. The period of Internship would be of **Three Months (6th November 2017 to 31st January 2018)** or extendable. However, your services may be terminated by giving thirty days’ notice or salary in lieu of notice and you may terminate your employment with the company upon written notice period of 30 (Thirty) days.
4. You will be presently based in Pune and may be required to travel out of Pune and India on business related work.
5. You will perform, observe and conform to such duties, directions and instructions assigned or communicated to you by the Company or those in authority over you.
6. The Company may, on its sole discretion, offer you a permanent position (**Designation – Intern**) at the end of your contract depending on your performance.
7. There is no deduction of PF & Gratuity however you will be eligible for all applicable taxes and we will deduct at source.

Please sign your acceptance of the above terms and conditions.

We welcome you as a member of our organization and wish you a fruitful and meaningful career with Opus.

With Warm Regards,
For **Opus Solutions Pvt. Ltd.**

Anmol Sontakke
Head - Talent Acquisition & Development

I accept the above terms and conditions and shall report for work on **6th November 2017**.

(Kaustubh Shivaji Mane)