**To,** **Date: 25-March-2025**

Rakshitha S,

Kushalnagar

Kodagu-571234

**Subject: Internship Offer Letter**

Dear **Rakshitha S,**

We are pleased to offer you an internship opportunity with **Relicomp Elevators Pvt Ltd** as a **Business Intern**. This position is offered to support your academic background in **Bachelor of Commerce (B.Com)** and provide practical exposure in a professional business environment.

**Internship Details:**

**Position**: Business Intern (B.Com Fresher)

**Department**: [Finance / Accounts / Business Development]

**Internship Period**: 31-March-2025 to 30-April-2025

**Work Mode**: [In-office]

**Working Days**: [Monday to Friday]

**Working Hours**: [10:00 AM – 5:00 PM]

**Location**: Relicomp Elevators Pvt Ltd, Sri Rampura, Mysore

During your internship, you will have the opportunity to work alongside experienced professionals and gain hands-on experience in key business functions. You are expected to maintain professionalism, punctuality, and dedication throughout the internship period.

Your performance will be reviewed regularly, and outstanding interns may be considered for future employment opportunities within the company.

To confirm your acceptance, please sign and return the duplicate copy of this letter by **28-March-2025**.

We welcome you to our team and look forward to your positive contribution.

Warm regards,

Relicomp Elevators Pvt Ltd, Mysore

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AI-generated content may be incorrect.

**Acknowledgement and Acceptance**

I, **Rakshitha S** , accept the internship offer from Relicomp Elevators Pvt Ltd, Mysore and agree to the terms and conditions stated above.

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_