
OFFER LETTER

Date: 11th june 2023

Dear vini s

Congratulations on being selected for the position of front end developer for duration of 3 months internship with Team Peershala, effective from 11th june 2023. We at Peershala are excited that you will join our team!

As we discussed during the interview process, this is a non-paid internship during which you will be expected to provide work as per the given timelines. You might be awarded different perks too if your performance speaks loud.

This internship is an educational opportunity for you and a part-time internship. As such, your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through the hands-on application of the knowledge you learned in class.

This internship adds the advantage of taking leave during examinations, medical emergencies, or uncertainties. In case of cancellation of internship under any situation, you must notify your respective supervisor.

Again, congratulations and we look forward to work with you.

Sincerely,
Saksham Jain(Founder),
Peershala.

Annexure A

You shall be governed by the following terms and conditions of service during your association with Peershala, and those may be amended from time to time.

1. Peershala follows a three-step disciplinary process: verbal warning, written warning and termination. We use this approach to give interns the time and opportunity to fix their mistakes. However, Peershala reserves the right to skip any of the steps in this process and move directly to termination, if necessary.
2. To resign from your position, we ask that interns submit a written two-week (at minimum) notice to their supervisor directly.
3. At Peershala, we are always striving to improve. Exit interviews have a proven track record of providing helpful and insightful information about an individual's time with the agency. Exit interviews are not mandatory but encouraged to openly discuss areas of improvement.
4. Peershala is proud to offer flexible work hours for our interns, so they can easily balance their internship obligations with the demands of their daily life.
5. Peershala is free to terminate any intern's tenure without any prior notice if he/she tries to violate the rules, regulations of the organisation and is found not performing up to the mark.
6. Peershala recognizes each intern's right to individual respect and dignity and is committed to establishing and maintaining a professional, respectful learning and working environment for all. It is the policy of the Peershala to encourage and maintain a learning environment which is free from religious, racial or sexual harassment and violence. Peershala prohibits any form of religious, racial or sexual harassment and violence. It shall be a violation of this policy for any intern to harass or inflict, or threaten to inflict, violence upon any personal issue. Peershala will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any intern, who is found to have violated this policy. Peershala prohibits retaliation against individuals who participate in the complaint process.

7. Peershala prohibits discrimination in any form on the basis of race, creed, religion, gender, color, nationality, family, status, disability, status with regard to public assistance, sexual orientation, age, veteran status or marital status. This policy includes but is not limited to the following: Internship, promotion, demotion, transfer, layoff, recall, corrective actions, termination, compensation and training.

8. A conflict or a potential conflict of interest can arise at any time. Interns must disclose such situations to their supervisors before occurrence, if possible, and in any event as quickly as possible after it arises. If interns are in doubt about a situation, they should fully disclose the situation.

9. Closely monitoring the performance of interns and the company as a whole is our priority. At Peershala, we conduct regular performance reviews.

10. We have a performance based promotion/demotion policy. That means, if you have an escalating performance, there are chances your position will be promoted. Same goes for demotion.

By signing and replying to this mail, the reader confirms that it's their responsibility to understand and follow the policies in the Letter of Intent.

For example:

- You have read the entire Letter of Intent and understand your responsibilities related to it.
- You have had the opportunity to ask questions to clarify any unclear aspects of the Terms & Conditions.
- You agree to abide by its principles.
