

# XYZ Pvt Ltd

## Internship Letter

Date: 13 November 2025

**Prem Bhimani**

Rajkot

Dear Prem Bhimani,

We are pleased to offer you an internship at XYZ Pvt Ltd. Your internship shall commence on 17 Nov 2025 and will end on 16 Mar 2026 (5 months) for Sr. Software Engineer. The duration of the internship will be 5 months and the dates can vary. The terms and conditions of your internship with the Company are set forth below:

1. Subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the Term will be determined by the supervisor assigned to you for the duration of the internship.
2. You are eligible for a stipend of INR 15,000.00 per month during the internship which shall be bound to completion of the tasks assigned to you during your internship to the satisfaction of the Company.
3. Your working hours will be 40 hours weekly from Monday to Friday. You shall be available for services 24 X 7 for on-call support.

Please be sure to bring the required documents mentioned below with you on your first day to complete your profile.

- Education Qualification certificates with mark sheets. (10th, 12th, Graduation & PG)
- Previous Internship letters / Experience certificates. (If any)
- Permanent Residence Proof.
- Personal ID Proof. (PAN / Passport/ Aadhar)
- Certificate/Letter from College for Internship
- College ID Proof.

4. You will sign an NDA with the company before you commence your internship.

5. The internship cannot be construed as employment or an offer of employment with XYZ Pvt Ltd.

Sign By Intern