



Offer Letter

02nd June 2024

Rajat Gupta
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Dear Rajat,

We are pleased to welcome you to LazyTrunk and offer you a Graphic Designer Internship. At LazyTrunk, we believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful internship experience with LazyTrunk.

Your internship shall commence on 03rd June 2024. Your internship with the LazyTrunk will be governed by the terms and conditions set forth below:

- Subject to your acceptance of the terms and conditions contained herein, and the dummy projects you work on in week 1, your project and responsibilities during the Term will be determined by the supervisor (Divya) assigned to you for the duration of the internship.
- You are eligible for a stipend of ₹5000 per month during the term of internship which shall be paid on completion of the month and after the assigned tasks are completed by you during your internship to the satisfaction of the Company.
- You will be working remotely for the duration of the internship. There will be catch ups scheduled with your supervisor to discuss work progress and overall internship experience at regular intervals.
- All the work that you will produce at or in relation to LazyTrunk will be the intellectual property of LazyTrunk. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly, you are expected to



refrain from talking about your work in public domains (both online such as blogging, social networking sites and offline among your friends, college etc.) without prior discussion and approval with your mentor. Your signature will be considered towards the confidentiality agreement with the company before you commence your internship.

- We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. LazyTrunk operates on zero tolerance principle with regard to any breach of data security guidelines. At the completion of the internship you are expected to hand over all LazyTrunk work/data stored on your Personal Computer to your mentor and delete the same from your machine.
- During the appointment period you shall not engage in any malpractices and in any kind foul language while communicating with your mentors. In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company to an extent estimated by the Company.
- Under normal circumstances either the company or you may terminate this association by providing a notice of 7 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours which include, incompleteness of work and no contact with the reporting manager for more than 2 days.
- You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.
- LazyTrunk is a startup and we love people who like to go beyond the normal call of duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and expect appreciation & rewards to follow.
- Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.



- Have fun at what you do and do the right thing – both the principles are core of what LazyTrunk stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.
- The period of the internship is 2 months and the extension of the period to 3 months depends on the performance in the 1st month.
- The internship cannot be construed as an employment or an offer of employment with LazyTrunk.

We look forward to you joining us. Please do not hesitate to email/chat with us for any information you may need. Also, please sign the offer as your acceptance of the internship as well as the terms & conditions and forward the same to us.

Please confirm your acceptance of this offer by **02nd June 2024** failing which, we have the right to cancel the internship. We look forward to having you on our team! If you have any questions, please feel free to reach out to us.

Sincerely,



Accepted by,

Rajat Gupta
Rajat Gupta