



Internship Offer Letter

Letter to:

Date:

DD/MM/YYYY

Dear Intern,

Welcome to HoloGrad, where learning knows no bounds!

We're an innovative educational technology company committed to shaping the future of education through a dynamic blend of recorded courses, live classes, interactive webinars, and specialized doubt resolution sessions and many more ways of learning and preparing the students for their future.

We are delighted to extend an offer for the Human Resource Management (HRM) Internship position for 60 days at HoloGrad. We were impressed with your qualifications and believe that your skills and experiences will make a valuable contribution to our team.

Internship Details:

As a Human Resource Management (HRM) Intern at HoloGrad, you will have the opportunity to gain hands-on experience in various aspects of human resource management. Your responsibilities will include, but are not limited to:

- Assisting in recruitment processes, including sourcing candidates, conducting interviews, and onboarding new hires.
- Supporting new onboard relations initiatives and aiding in resolving their issues.
- Assisting in the development and implementation of HR policies and procedures.
- Collaborating with team members to achieve the goals.
- Participating in training and development programs to enhance your HR skills and knowledge.
- Assisting the marketing department .



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support@holograd.in
www.holograd.in



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Compensation:

This internship position offers a performance-based stipend up to ₹8000. The stipend will be determined based on your performance and contributions during the internship period. And hence, the stipend will be provided at the end of the internship tenure.

In addition to a performance-based stipend, you will have the opportunity to earn target-based incentives based on your achievements during the internship. Moreover, upon successful completion of the internship, you will be eligible for a pre-placement offer, subject to your performance and business requirements.

Additional Benefits:

- **Certificates:** Upon completion of the internship, you will receive a certificate recognizing your contributions and accomplishments during your time with us.
- **Letter of Recommendation (LOR):** We are committed to supporting your career development. Upon request, we will provide a letter of recommendation highlighting your skills, performance, and contributions as an intern at Holograd.
- **Networking Opportunities:** We offer networking opportunities to interns who excel during their tenure. Get a chance to connect with professionals.

Hours:

At HoloGrad, we understand the importance of work-life balance. Therefore, we offer flexible working hours to accommodate your schedule and other commitments. So therefore it is seven days working .

We are excited about the possibility of you joining our team and contributing to our mission. We look forward to welcoming you to the HoloGrad family and embarking on this exciting journey together.

Best Regards,

Nimish Akshat Deep
Founder & CEO
HoloGrad



Saumya Kesarwani
Co-Founder & Senior Manager
HoloGrad



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Terms & Conditions

1. Internship Position:

- The internship position is for Human Resource (HR) or Marketing.

2. Duration:

- The internship duration is 60 Days, with the possibility of extension based on performance and mutual agreement.

3. Flexible Timings:

- Interns are expected to complete a minimum of 2.5 hours per day.
- Flexible timings will be provided, allowing interns to manage their schedules effectively.
- Any changes to the schedule should be communicated with the supervisor in advance.
- And hence the targets should be completed on the specific day itself before 12 midnight.

4. Performance-Based Stipend:

- Interns will receive a performance-based stipend.
- Stipend amount will be determined based on the quality of work, commitment, and contribution to the assigned tasks.
- Stipend will be disbursed on successful completion of internship.

5..Training :

- Interns utmost have to work in the training department and have to showcase their soft skills.
- On the basis of their performance they will be engaged in the internship.

6. Confidentiality:

- Interns are required to maintain confidentiality regarding any sensitive information or data they may come across during the internship period.

7. Termination:

- Either party reserves the right to terminate the internship with a notice period of 10 days .
- Termination may occur in cases of misconduct, poor performance, or breach of confidentiality.

8. Daily Incentives:

- In addition to the performance-based stipend, interns will be eligible for daily incentives based on achieving specific targets or milestones.
- The criteria for earning daily incentives will be communicated by the supervisor.

9. Code of Conduct:

- Interns are expected to adhere to the company's code of conduct and maintain professionalism at all times.
- Any violation of the code of conduct may result in disciplinary action, including termination of the internship and can lead to other consequences.



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