



Date: - July 6<sup>th</sup>, 2019

To,

Aman Kumar,

Jagannath Institute of Technology and Management,

Dear Aman,

I am delighted & excited to welcome you to Salozone Home Salon Services as a **Web development Intern**. At Salozone, 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 Salozone.

Your appointment will be governed by the terms and conditions presented in the **Annexure A**.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.

Congratulations!

Shubhankar Kumar,

HR Department,

Salozone Home Salon Services,

A handwritten signature in black ink, appearing to read 'Shubhankar', written over a horizontal line.

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## **Annexure A**

You shall be governed by the following terms and condition of service during your internship with Salozone, and those may be amended from time to time.

1. You are being hired as a **Web development Intern**. As a Web development Intern you would be responsible for :-
  - (a) Website Redesigning
  - (b) Website Management and Editing
  - (c) Perform day to day development activities as per requirement
2. Your mentor throughout this internship will be Shubhankar Kumar (+918925070790). You will be thoroughly examined and guided during this internship. Be very prepared and ready to give in your best of works during this internship.
3. Your date of joining is 7<sup>th</sup> July, 2019 and the duration of the internship would be 1-2 months. During this time you are expected to devote your time and efforts solely to our company. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.
4. You will be working remotely for the duration of the internship. There will be catch ups scheduled with your mentor to discuss work progress and overall internship experience at regular intervals. Everything will be online, you don't need to go anywhere for anything.
5. All the work that you will produce at or in relation to our company will be the intellectual property of the company. 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 site and offline among your friends, college etc.) without prior discussion and approval with your mentor.
6. 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. Salozone 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 Salozone's work/data stored on your Personal Computer to your mentor and delete the same from your machine.

7. During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). 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 of an extent estimated by the Company.
8. Under normal circumstances either the company or you may terminate this association by providing a notice of 30 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviors.
9. 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.
10. Salozone is a start up and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard work – and expect appreciation & rewards to follow.
11. 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.
12. Have fun at what you do and do the right thing – both the principles are core of what Salozone 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.
13. You will be provided a Letter of Recommendation signed by our CEO valid across the country. 2 of you will also receive PPO offers if we found you capable in the internship period.

I have negotiated, agreed, read and understood all the terms and conditions of this Internship letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.

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Date:

Signature:

Place:

Name: