

## **INTERNSHIP - OFFER LETTER**

Oct 10 2024

To,  
**Mr. Guddeti Santosh,**  
**Intern Id:** CBint24025,  
**Address:** H.no: 8-2-109/33/A,  
Road No 2, Apsab Colony, Saroor Nagar,  
Rangareddy, TG – 500079.

Dear **Guddeti Santosh,**

**Subject:** Appointment Letter for Internship at CognitBotz Solutions – Regarding;

In reference to Your Application, we would like to congratulate you on being selected for internship with CognitBotz Solutions based at Gachibowli for training. Your Training is scheduled to start effective 16 Oct, 2024. All of us at CognitBotz Solutions are excited that you will be joining our team!

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 hands-on application of the knowledge you learned in class.

The project details and technical platform will be shared with you on or before commencement of training.

1. Subject to your acceptance of the terms and conditions contained herein, your project and responsibilities during the term will be determined by the management assigned to you for the duration of the internship.
2. This is a Non - Paid internship during which you will be expected to provide 9 hours of work per day.
3. Your position will be confirmed solely based on the evaluation of your skill set.
4. Your Timings will be from 10am to 7pm Monday to Friday. Please be sure to bring documents with you on your first day to complete your profile.

5. By signing this document Intern agreed to sign a bond for not leaving the services of the Company for a minimum period of One year from the date of joining.
6. You will be required to maintain utmost secrecy in respect of project documents, commercial offer, design documents, project cost & estimation, Technology, software package license, companies police, company's patterns & trade mark and company's Human assets profiles.
7. The intern is expected to adhere strictly to the attendance policy and maintain punctuality throughout the internship period. Unauthorized absences or frequent tardiness may lead to termination of the internship without notice.
8. Any breach of confidentiality will result in immediate termination of the internship and may lead to legal action.
9. The intern's performance will be closely monitored and assessed regularly. Failure to meet performance expectations may result in early termination of the internship.
10. Interns are required to abide by the company's code of conduct and adhere to professional standards at all times. Any form of misconduct, including but not limited to harassment, unprofessional behavior, or violation of company policies, will result in immediate termination.
11. Completion of the internship does not guarantee future employment or an extension of the internship period. Any offer of employment, if considered, will be based on a separate evaluation and selection process.
12. All work produced during the internship, including but not limited to designs, documents, code, and other intellectual property, will be the exclusive property of CognitBotz Solutions. The intern waives any rights to claim ownership of these materials.
13. The company reserves the right to terminate the internship at any point with immediate effect, without prior notice, if the intern fails to comply with the company's policies, code of conduct, or performance standards.
14. The internship cannot be constructed as an employment or an offer of employment with CognitBotz solutions.

15. Please confirm your acceptance of the terms of this offer by Oct 16 2024 failing which, we have the right to cancel the internship. We look forward to having you on our team

Sincerely,

**For CognitBotz Solutions**

**Accepted**

**Surasani Vinay Kumar Reddy**  
**(Founder & CEO)**

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