**SIPL|INTERN|2025|010101** **{date\_of\_joining}**

**To,**

**Mr. {fname} {lname}**

**{parmanenat\_address}**

**Maharashtra**

**Subject: Letter of Internship as Trainee {position}.**

Dear **{fname}**,

With reference to your application and subsequent interview you had with us, the management is pleased to select you as **Trainee** **{position}** in our organization with effect from **{date\_of\_joining}.**

This Internship is subject to the following terms and conditions: -

1. You shall be governed by the Rules and Regulations of this Company as decided by the Management from time to time.

2. You shall require completing an internship period of minimum Six Months with effect from the date of joining. The management, however, reserves the right to reduce or extend the period of your internship.

3. Your case will be reviewed for employment in our company on expiry of the internship; if however, your conduct and/or performance are found satisfactory. If your conduct and/or performance is not found satisfactory or if you are found otherwise unsuitable, your internship will be terminated by the management any time during the internship period or on the expiry of the said period as the case may be without assigning any reason.

4. During internship period you will not be entitled for any fixed stipend.

5. During internship period you will not be entitled for any leave.

6. During the period of your Internship, you will not indulge in any activities, such as anti-social or anti-institutional which in the opinion of Management will be prejudicial or against the interest of the Company.

7. You should devote your whole time & attention exclusively to the tasks and other activities assigned to you & not engage yourself directly or indirectly in any other activity or capacity either full time or part time.

8. You should keep confidential all the transactions and data of the company.

9. This Internship is offered on the basis of information furnished by you. If at any time it is revealed that Internship has been obtained by furnishing false/misleading/insufficient information or withholding material information the company will be free to terminate your Internship at any time without notice.

10. You are requested to join the Company on or before **{date\_of\_joining}**.

Sumago Infotech Pvt. Ltd, the Avenue, 4th Floor, Behind Prakash Petrol Pump, Govind Nagar Nashik – 422009.

11. We welcome you to our organization and trust your association with us, as will be a long and happy one.

12. Please indicate acceptance of your Internship on the above terms & conditions by signing the duplicate copy of this letter.

13. Wishing you the best of future in our organization.

**Sumago Infotech Pvt Ltd Mr. {fname} {lname}**