



## INAYAT OFFER LETTER

May 10, 2023

Dear **Swati Padmalaya Mohapatra,**

We are pleased to offer you the position of Human Resource Intern at **Inayat** with effect from May 10, 2023 to June 27, 2023. We feel confident that you will contribute your skills and experience to the growth of our organization.

As per discussion, this internship has flexible working hours during which you will be expected to provide work as per given timelines. You will be receiving a Certificate at the successful completion of the internship. You might be awarded with different perks too if your performance speaks loudly.

This internship adds advantage of taking leave during examinations, medical emergencies or uncertainties. In case of cancellation of internship under any situation you have to notify to your respective supervisor.

Please sign on this letter to confirm your acceptance of the appointment and the terms and conditions set therein. You're required to send us the scanned copy of the signed letter by May 11, 2023 with a copy of your resume on our official mail. We look forward to working with you.

Best regards,

**Sunita Goyal**  
**Managing Director**