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Date: 05/05/2022

### Offer Letter –Software Developer (Intern)

Dear Shreyansh Jain,

Following our recent discussions, we are delighted to offer you the position of **Software developer (Intern)**, Summer Intern with Instaminutes. Instaminutes, is the #1<sup>st</sup> AI tool that summarizes meetings into short notes with 1 click. Instaminutes is 10x shorter than transcription and saves 90% editing/reading time. Post joining Instaminutes, you will become part of a fast-paced and dedicated global team.

As a member of Instaminutes team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Instaminutes. In return, we are committed to providing you with every kind of supervision you need to achieve the optimal outcomes.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline a brief overview of the terms and conditions we are proposing.

Starting Date: 09/05/2022

Ending date: TBD

Stipend: 30K (25K fixed +5K variable PI)

We look forward to the opportunity to work with you in an ecosystem that is successful and mutually challenging and rewarding.

Sincerely,

A handwritten signature in black ink that reads "Akshat Anand".

Akshat Anand  
Co-founder  
Instaminutes

A handwritten signature in black ink that reads "Shivam Gupta".

Shivam Gupta  
Co-founder  
Instaminutes



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With the signature below, I accept this offer.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

For detailed information regarding all terms and conditions of collaboration, please have a look at the Terms and Conditions document included as a separate attachment.