

Offer of Internship at the company - Software Engineering Internship

Soham Patil,

We are pleased to extend to you the offer of an internship at the company in the role of LLM Engineering Intern. This letter outlines the terms of our offer and the expectations of this role.

Position and Responsibilities:

As a Software Engineering Intern, you will be actively involved in building Software (Large Language Model) systems and conducting experiments to test, improve, and validate these systems.

Your role will be supervised by John Smith, the company's Founding Software Engineer.

This opportunity will allow you to engage in significant hands-on experience in a cutting-edge field of machine learning.

Duration and Start Date:

This internship is scheduled to start on Monday, January 29th, 2024.

This internship will conclude at the end of May 28th, 2024.

There is an option for this internship to be extended into the summer of 2024 for a full-time position, subject to a review of your performance and mutual agreement.

Work Hours and Location:

This is a remote position.

You are expected to work between 15 to 20 hours per week.

Please ensure that the total does not exceed 20 hours per week.

Compensation:

You will be compensated at an hourly rate of \$250.

This position is non-exempt from overtime provisions as per the Fair Labor Standards Act (FLSA).

Please note that this role does not include benefits that are typically provided to full-time employees.

Pre-Employment Provisions:

1. **Background Check:** This offer is contingent upon a clearance of any background investigation and/or reference check the company may conduct.
2. **Immigration Laws:** In compliance with federal immigration law, you will need to provide documentary evidence of your identity and eligibility for employment in the United States within three (3) business days of your date of hire.
3. **Prior Employment/Third Party Information:** You are required to disclose any agreements from prior employment that may affect your eligibility or limitations in being employed by the Company.
4. **Company Policies:** You will be expected to abide by company rules and standards, including the rules of conduct outlined in the company's Employee Handbook.

Employee Proprietary Information Agreement: You will be required to sign and comply with an At-Will Employment, Confidential Information, Invention Assignment, and Arbitration Agreement. This includes the assignment of patent rights for inventions made during your employment and the non-disclosure of proprietary information.

Next Steps:

Please indicate your acceptance of this offer by signing and returning a copy of this letter by 12/25/2024.

Upon acceptance, you will receive further instructions regarding onboarding and other pre-start formalities.

We are excited about the potential you bring to our team.

We look forward to a productive and successful internship experience together.

Sincerely,
Mr John
CEO
Company Inc.