



NAIYO24 PVT. LTD

Where Innovation meets Business

Date: 30 June 2025

Dear **Vaanya Saxena**,

Congratulations! We take great pleasure in inviting you for the job role of **IT Full Stack Intern** in the **Information Technology** Department at **NAIYO24 PRIVATE LIMITED**. Based on your capabilities and accomplishment, we believe that your talents will not only benefit our company but also that our mutual relationship will assist you in reaching your personal and professional goals.

You will be on a PROBATION (TRAINING) PERIOD for **90 days** from the date of your joining. Your services will be confirmed in writing after successful completion of your probation period. The company reserves the right to terminate your service before 90 days period ends, if your performance overall is not satisfactory. After confirmation of your services you will get your remuneration.

You should not utilize or divulge to any person/persons any of the trade secrets or affairs of the company that may come to your notice in the course of service with the company.

Without previous permission in writing, you will not associate with any business/company or person and you will devote your whole time and attention to your duties and promote the interests of the organization. During employment with us, you shall not secure or try to secure any other post or part time work. You will not leak any data or information about our organization to anyone, data leakage is not permissible in any manner, and you will be fined as per the company's laws and regulations. In all other matters, your appointment will be governed by the rules, standing orders of the company from time to time as applicable to other staff members of the company.

NOTE: Please reply to this mail as a token of acceptance.

We anticipate that you will accept this offer by **30/06/2025**. Your joining date will be from **01/07/2025**. You are asked to bring and submit the following documents on the date of reporting:

- **Copy of Pan Card and Aadhar Card, your last Educational Qualification Certificate**
- **Degree / Diploma/ Highest Qualification Certificate and Experience Letter.**
- **Relieving letter from the previous organization or Accepted Resignation letter.**
- **2 passport size photo and Your valid Bank Account No. with IFSC Code.**
- **Emergency contact details.**

You are solicited to indicate your acceptance of this offer by signing one copy of these letters in the space provided below.

Dear **Vaanya Saxena**, we look forward to you having a long and salutary relationship with you.

Best Regards,
DEBASISH BAIDYA
CEO

NAIYO24 PRIVATE LIMITED

 Director

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