

Letter for Internship

Date: 28- [DATE_TIME_40]

To,

[PERSON_39]

Dear Shubham,

We are delighted to offer you an internship with Script Lanes as a Full Stack Developer Intern at our [Script Lanes] office. Your internship will commence on [DATE_TIME_40] and will conclude on [DATE_TIME_40].

1 Project & Responsibilities

Your project assignments and [DATE_TIME_40] responsibilities will be determined and supervised by the manager assigned to you. You agree to carry out all tasks diligently and to the best of your ability.

2 Stipend

You will receive a stipend of INR [DATE_TIME_40], payable [DATE_TIME_40] in arrears, subject to satisfactory completion of the responsibilities allocated during [DATE_TIME_40].

[DATE_TIME_40] are 10:[DATE_TIME_40] – 3:[DATE_TIME_40] (4½-hour part-time schedule), [DATE_TIME_40]. Any change must be approved in writing by your mentor or the HR team.

4 Confidentiality

Before starting, you will sign the attached Non-Disclosure & IP-Assignment Agreement ("NDA/IPA").

"Confidential Information" means all non-public information—technical, commercial or otherwise—including but not limited to source code, algorithms, documentation, product road-maps, client lists, pricing, business strategies and personal data.

You must not disclose, copy or use Confidential Information except as needed to perform your internship duties.

This obligation continues for [DATE_TIME_40] after your internship ends, or until the information becomes public through no fault of yours, whichever is earlier.

5 Employment Status

This internship does not constitute an offer of employment nor a guarantee of future employment with Script Lanes.

6 Evaluation & Certification Requirement

At the [DATE_TIME_40] point you will undergo an evaluation, including successful completion of a certification prescribed by the company.

If you pass, the internship continues until [DATE_TIME_40].

If you fail, Script Lanes may withdraw the internship with immediate effect.



■ Script Lanes may also terminate the internship at any time if, in its sole discretion, your performance or conduct is unsatisfactory.

■SCRIPT LANES, Apex Business Court, [DATE_TIME_40], [LOCATION_44], [LOCATION_44], [LOCATION_44]

7 Offer Acceptances

Please confirm your acceptance of these terms by signing and returning a copy of this letter (or executing it electronically) no later than 2 May 2025. Failure to do so will result in automatic withdrawal of the offer.

8 Terminations

Script Lanes may terminate this internship (i) for unsatisfactory performance or misconduct, (ii) breach of confidentiality or IP obligations, or (iii) business reasons, you may resign upon seven (7) days written notice.

9 Intellectual-Property Assignments

All inventions, works of authorship, source code, documentation, data, designs, processes, know-how and other materials (collectively, "Work Product") that you conceive, create or contribute to—alone or jointly—during the internship and that relate to Script Lanes' present or anticipated business are the exclusive property of Script Lanes.

You hereby irrevocably assign to Script Lanes all rights (including moral rights) in such Work Product and will, at the company's expense, execute any documents reasonably required to perfect this assignment.

10 Publicity & Social-Media Restrictions

You may not share, publish, present or discuss—whether on social media, professional networking sites, personal blogs, portfolios, conference talks or otherwise—any details about the projects, code, technologies, workflows, internal tools or clients that you access during the internship, without Script Lanes' prior written consent. This restriction applies during the internship and for Twenty Four ([DATE_TIME_40]) thereafter.

11 Client Non-Solicitation

For [DATE_TIME_40] ([DATE_TIME_40] after the internship ends you shall not, directly or indirectly, solicit, induce or attempt to induce any client or prospective client of Script Lanes with whom you had direct dealings or became aware of during the internship to cease or reduce its business with

Script Lanes, or to engage you (or any enterprise you later work for) in a competing capacity.

12 Non-Competition / Non-Use & Non-Solicit (Employee)

For [DATE_TIME_40] ([DATE_TIME_40] after the internship ends you shall not, directly or indirectly:

1. Use or disclose Work Product or Confidential Information to create, support or promote any

product or service that competes with Script Lanes or its clients; or

2. Solicit any employee, intern or contractor of Script Lanes to leave the company.

These restrictions protect Script Lanes' trade secrets and goodwill and are intended to be reasonable and enforceable under [NRP_31] law.

13 Return of Company Property

Upon termination, or upon Script Lanes' request, you will promptly return (or securely delete, in the case of electronic files) all company property including laptops, source code repositories, access credentials and documentation.

14 Governing Law & Dispute Resolution

This Letter is governed by the laws of [LOCATION_44]. The courts of [LOCATION_44], Maharashtra will have jurisdiction over any dispute.

■SCRIPT LANES, Apex Business Court, [DATE_TIME_40], [LOCATION_44], [LOCATION_44], [LOCATION_44]

15 Entire Agreement & Amendments

This Letter (together with the NDA/IPA and any company policies referenced herein) constitutes the entire agreement between the parties concerning the internship and supersedes all prior communications. Any amendment must be in writing and signed by both parties.

16. Leave Policies

Please note that interns are entitled to company-declared public holidays. However, any leave taken for examinations, personal reasons, or otherwise will be considered unpaid.

We look forward to a productive and rewarding experience together. Should you have any questions, please contact us at your convenience.

Sincerely,

Sincerely,

[PERSON_39]

For Script lanes

Accepted and Agreed by:

Signature:

Name: [Intern's Full Name]

Date:

■SCRIPT LANES, Apex Business Court, [DATE_TIME_40], [LOCATION_44], [LOCATION_44], [LOCATION_44]

List of Onboarding Documents to Submit on Day 1

1. One signed copy of this Internship Letter (electronic or hard-copy).
2. Signed NDA & IP-Assignment Agreement.
3. Signed Code of Conduct & Acceptable-Use Policy.
4. Passport-sized color photographs (white background).
5. Photocopies (x2) of highest educational degree; identity proofs (any two of Passport, Aadhaar, Driving License, PAN Card).

6. Offer letters / relieving letters from previous employers (if any).
7. Data-Privacy Consent form (provided separately).
8. Updated résumé.

