

## Internship Offer Letter

**Dear Avinash,**

We are delighted to extend our warmest Congratulations to you for your selection into the **GBJ BUZZ Internship Program**. Your skills, knowledge, and enthusiasm have earned you this opportunity, and we believe your contributions will greatly benefit our organization. This letter serves as your official appointment to the internship position.

**Position :** Software developer intern

**Internship Start Date :** 01-April-2025

**Time :** 09:30 A.M. - 7:00 P.M.

**Working Location :** Hybride Work

**Reporting Manager :** Shivprasad Motghare

### **Terms and Conditions of Your Internship Appointment :**

- **Attendance Policy :** We would like to emphasize our attendance policy. If your monthly attendance falls below 75%, you will receive a final warning letter from the HR Department. In case of repeated violations, termination from the company will occur without prior notice.
- **Unnotified Absences :** If you are absent for more than three consecutive days without informing your team leader and the HR Department, it will lead directly to the initiation of the termination process without prior notice.
- **Leave of Absence Request :** If you wish to take a leave of absence, it is mandatory to formally request leave by sending an email to your HR. Additionally, ensure that the team lead is included in the CC of the leave email.
- **Weekly Holiday :** Please be reminded that our weekly holiday remains for Sundays. However, in the event of an emergency, your presence may be required on that day as well.
- **Notice Period :** A mandatory notice period of 15 days is required prior to resigning or leaving the company. Failure to provide this notice will

result in the unavailability of any assistance from the company in facilitating your exit process.

- **Repayment Obligation :** If an intern incurs expenses on the company's behalf for tools, software, internet services, or any other related items, the company is obligated to reimburse the intern for the incurred amount within 15 days. This obligation is applicable only if the intern serves more than one month of their internship.
- **Code of Conduct :** As an intern, you are required to adhere to the company's code of conduct and maintain a high level of professionalism at all times. Please follow all policies, guidelines, and instructions provided by your reporting manager and the company.

## **Confidentiality Agreement :**

- **Confidential Information :** "Confidential Information" encompasses any and all information related to the Company's business, products, services, operations, technology, customers, vendors, financial data, trade secrets, and any other non-public information.
- **Duty of Confidentiality :** The Intern commits to maintaining strict confidentiality and taking all reasonable precautions to prevent unauthorized use or disclosure of Confidential Information.
- **Use Restrictions :** The Intern shall use Confidential Information solely for the purpose of fulfilling their internship duties, unless explicitly authorized in writing by a company.
- **Non-Disclosure :** The Intern agrees not to disclose Confidential Information to any third party, directly or indirectly, without prior written consent from the Company.
- **Return of Information :** Upon internship completion or upon the Company's request, the Intern shall promptly return to the Company all documents, records, or materials containing or related to Confidential Information. No copies, extracts, or summaries shall be retained.
- **Duration and Remedies for Breach :** The obligations of confidentiality and non-disclosure shall persist beyond the termination of the Intern's internship and remain binding indefinitely. The Intern acknowledges that a breach may result in irreparable harm to the Company. In the case of

breach or threatened breach, the Company may seek injunctive relief, without posting a bond, along with other available legal or equitable remedies.

- **Entire Agreement** : This Agreement constitutes the entire understanding between the Company and the Intern, supersedes any prior agreements, whether oral or written, and covers all aspects of confidentiality and non-disclosure.
- **Modification** : Any modifications to this Agreement must be in writing and signed by both parties.
- **Governing Law** : This Agreement is governed by and construed in accordance with the laws of Nagpur District. Please review this Confidentiality Agreement as part of your acceptance of the internship offer. During the internship period, you have to continued the progress in skill development and learning will be expected.

Kindly sign and return a copy of this appointment letter within 48 Hours confirm your acceptance of the internship offer. If you have any questions or require further information, please reach out to us at [Shivprasad@gbjbuzz.com](mailto:Shivprasad@gbjbuzz.com).

We look forward to welcoming you to our team and wish you a successful and enriching internship experience with us.

**Avinash**

**SIGN :**

**DATE : 28 March 2025**

  
  
**Human Resource**  
**GBJ BUZZ Pvt. Ltd**

**Authorised Signatory**

**PHONE**

+91 7020107998

**EMAIL**

[team@gbjbuzz.com](mailto:team@gbjbuzz.com)

**ADDRESS**

Flat no. 504 Royal Daffodil, Royal Gayatri Park  
Isasani, Nagpur 440019