

08th February 2022

Sukitha D Dodanduwa

No: 375/14/1

Rathnaramaya Road

Hokandara North

Dear Sukitha,

**PRACTICAL TRAINING POSITION FOR UNDERGRADUATES - INFORMATICS
INTERNATIONAL LIMITED**

With reference to your application, we are pleased to offer you an internship opportunity for a period of **Twelve (12) months**, with effect from **21st February 2022** to **20th February 2023** on the following terms and conditions.

You will be subjected to rules and regulations with regard to discipline applicable to normal employees of the company.

1. You will be attached to the **Insurance – New Product Development** as **Intern – Software Development** for the aforesaid period.
2. There is no commitment from the company to grant you any form of employment at the end of your training period, however your performance will be evaluated every month and if satisfactory progress is not indicated, the opportunity granted to you will be terminated without any notice before the aforesaid Period.
3. You should at all times and in all places conduct yourself with propriety and decorum and shall not be guilty of intemperate behavior of any act or conduct which may reflect adversely on your ability or integrity or which may cause loss or damage to the company, its business, property or reputation.
4. You should observe strict confidentiality regarding all activities and or transactions the company shall have with its clients and all other matters of confidential nature coming to your knowledge during the time of your training and not divulge such matters to any person whomsoever except with the knowledge and permission of the Project Manager.
5. You will be required to undergo your training either at Head Office in Colombo or in any of its other branch offices as determined by the supervisor / HOD.

Informatics International Limited

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Informatics International Limited (PB 1137)

6. You will be paid monthly an out-of-pocket allowance of **Rs. 15,000.00 (Rupees Fifteen Thousand Only)**
7. This opportunity would lapse on the **20th February 2023.**
8. You shall not be entitled to any compensation or benefits applicable to the employees of the company.

Yours faithfully,

INFORMATICS INTERNATIONAL LIMITED



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C P RICHARDS

CHIEF COMMERCIAL OFFICER

I accept opportunity granted on the terms and conditions mentioned above.

Name :

Signature :

Date :

NIC No :