

Date: 24/04/2025

## Appointment Letter for Internship

Dear Dipali Sharma,

With effect from 28th April 2025 we are happy to offer you the position of Front-End Developer with the following terms and conditions:

Your probation period will be for 1 Month.

Your Internship will be Six months starting from the date of your joining. However, this period can be cut short or extended based on the individual's performance and at the discretion of the management.

- Your pay during the Internship will be 10,000/- per month.
- You are not entitled to any leaves with pay during the probation period.
- You might be placed in any project as and when required by the management.
- Either party can nullify this contract by giving a notice of 14 days.

After the probation period, you will be given a proper letter of appointment with the terms and conditions for Internship employment with our organization.

With the acceptance of this offer, please email/hand over (i) the original & 1 photocopy of this letter duly signed and dated by you, (ii) 1 passport size photograph, (iii) the originals, and 1 set of photocopies of following documents.

Sr. No	Particulars
1	Resume
2	Duplicate copy of Offer Letter Duly Signed by Prospective Employee
3	2 Passport Size Color Photographs
4	2 Reference Names, Designation & Contact No from Current Employer ( If Applicable )
5	Photocopies ( All ) -Degree Certificate & Marksheet - SSC/HSC Board Marksheet - Identity Proof
6	Last 3 Month Salary Slips ( If Applicable )
7	Copy of Relieving & Experience Letter From Current Employer ( If Applicable )

To avoid any doubt, it is hereby declared that the property and all such documents used in the course of your work belong to the company.

If you are agreeable to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Yours sincerely,



Udyog Suvidha Kendra