

July 02, 2021

To,
Davana D

Subject : Internship Offer

Dear Davana,

We would like to congratulate you on being selected for the Internship with our organization. Your internship is scheduled for a period of 12 months starting from July 5th, 2021.

During the Internship, you would be trained on technologies and processes relevant to the job, assigned tasks and projects that improve your understandings of the concepts and also based on your personal and professional skill set. Therefore, you would be expected to put your best efforts in executing the assignments given to you.

1. Stipend

You will be paid a stipend of **INR. 25,000** per month.

3. Leave Eligibility

You will be eligible for 1 Casual Leave and 1 Sick Leave which will be credited at the start of every month during this period.

Leaves taken above and beyond the said days will have to be duly approved by your BU Head and Manager and would be treated as a Loss of Pay (LOP) during the final Stipend Payment i.e. Full & Final Settlement.



Signature Not Verified

SOKKALINGAM ARUMUGAM DHANARAJ
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