



Date: 27-02-2021

To

Name: Sanmathi. S Degree: B.sc (IT)

College Name: Kongu Arts and Science College

**Letter of Offer**

Further to the interviews you had with us, we are pleased to welcome you as an Internship Trainee cum **Web Developer / Digital Marketer** to our company "**Techvolt Software Pvt.Ltd**", located at Coimbatore.

**Internship (Training Period) Description:**

- Undergoing on rigorous technical training based on the allocated work.
- Working on Project during the internship period.

This has to be understood very clearly that all the selected candidates will undergo internship cum training period for a period 2-3 months with immediate effect from the date of selection or after completion of the degree. During the period you will be deployed as "**Trainee**". Based on your internship (Training) period performance the full-time employment opportunities will be offered in our company or group of companies. You have to meet the expectations of the technical knowledge during the period, if you fail to achieve the same; the opportunities will get cancel automatically. Further terms and conditions applicable towards your technical training and internship period will be emailed to you.

This letter of offer is valid for a maximum of 7 days from the date of issue. Post 7 days no intimation from your side, it gets cancelled automatically. In case if you are absent from the work/internship for more than two(2) consecutive days, without informing to HR Department, the company reserves the right to terminate your services/internship with immediate effect on the grounds of no call / no show to work/internship and unapproved leaves.

During your employment/internship with Techvolt Software Pvt.Ltd, you will exhibit professional behavior at all times be it with customers and/or your reporting managers and/or your peers or anybody you come in contact with.

After the completion of training period, the salary package starts from Minimum of 1.20 Lakhs to 2.40Lakhs per annum based on your performance.

M/s. Techvolt Software Pvt.Ltd.,

Authorized Signatory



Original received  
B. Sanmathi