

## Offer Letter for Software Development Internship

**Date:** 1<sup>st</sup> April 2024

**To:** Ranjana Shetty

**From:** AB&Kalp Private Limited

**Subject:** Offer of Internship in Software Development

Dear Ranjana Shetty,

We are pleased to offer you an internship position in the Information Technology department at AB&Kalp Private Limited, starting on 1<sup>st</sup> April 2024 for a duration of six months.

During the internship, you will be assigned to work with our IT Team. You will have the opportunity to gain valuable hands-on experience in software development, gain insights into the IT industry, and contribute to the ongoing projects of the company.

### Details of the Internship:

- **Position:** Software Development Intern
- **Start Date:** 1<sup>st</sup> Apr 2024
- **End Date:** 30<sup>th</sup> Sep 2024
- **Mode of work:** Remote
- **Stipend:** Rs. 1,000 per month (after 1 month)
- **Incentives:** Based on performance

### Your Responsibilities will include:

- Conducting research and analysis related to assigned tasks
- Learning and applying various IT skills and technologies
- Participating in team meetings and discussions
- Maintaining accurate records and documentation

### Expectations:

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- We expect you to be responsible, diligent, and eager to learn.
- You should be able to work independently and as part of a team.
- Excellent communication and interpersonal skills are essential.

**Benefits:**

- Opportunity to gain valuable real-world experience in a professional setting.
- Access to training and development resources.
- Letter of recommendation upon successful completion of the internship.
- Permanent Job opportunity based on performance

We are confident that you will have a productive and rewarding internship with AB&Kalp Private Limited. We look forward to welcoming you to the team.

Sincerely,

AB&Kalp Private Limited

