

Date: February 9, 2024

Veeresh
Mangalore

Date of Joining Internship: **19 February 2024**

Subject: Letter Of Intent for Internship

Dear Veeresh,

Congratulations! We are delighted to offer you a position of “Intern, Software Engineering” and upon successful completion of Internship, you will be offered a “**Trainee Engineer, Software Development**” role with **CodeCraft Technologies Private Limited**. The offer of employment is contingent upon the successful completion of your assessment. You will be eligible for a Stipend of Rs. 6000/- per month (Rupees Six Thousand Only) during the internship (from 19th Feb 2024 to 14th Aug 2024).

Kindly confirm your acceptance of this letter by replying to this email. You are requested to accept this letter within 5 days. If it is not accepted within 5 days, this offer is liable to lapse at the discretion of **CodeCraft Technologies Pvt Ltd**.

Following are the terms of Internship:

1. Scope of internship: you will go through rigorous training, and you are expected to do project assigned as part of the internship.
2. Your employment offer is subjected to you completing your Degree/Masters program successfully and producing the proof of the same. It is also subjected to availability of a position within the organisation. (Please refer Annexure I which shall be the compensation to be offered in case of an offer of employment (“Trainee” Position) made to you which is contingent upon point number 7 mentioned herein)
3. Internship timings are from 9 AM to 6 PM from Monday to Thursday at our Mangalore office premises.
4. Unauthorized absence from internship: Your unauthorized absence from attending internship / training for a continuous period of more than three days without prior approval from your manager, it will be treated as absconding from training, and in the event that you do not report for training within five days from the date of absence, it will be treated as “voluntary abandonment of internship” and shall be deemed that you are no longer interested in internship and subsequent employment.
5. Location during Internship: Your place of internship will be Mangalore and subsequent employment will be the Mangalore/Bangalore office of CodeCraft.
6. Location once you are employed: You will be placed either in Mangalore or Bangalore office base location. During the tenure of your service, you may be relocated/transferred to Company's Projects in India or abroad or subsidiary companies based on the business requirements.

7. Position availability: The final confirmation of your employment is subject to successful completion of the assessment process during the internship period and availability of a suitable position within the company.
8. Termination of Employment: Your employment will be subject to background verification, as per the company's hiring policy. Any misrepresentation of facts or falsification will lead to immediate termination of employment.
9. Employment Service Bond: On the successful completion of your assessment and availability of a position within the organisation, an offer for employment would be issued to you subject to you agreeing to work for the company for minimum of 2 years from the Date of Joining. By accepting this internship offer, you acknowledge and agree to the aforementioned commitment. (This commitment is essential to ensure a mutually beneficial relationship between you and CodeCraft Technologies Pvt Ltd. The two-year commitment period is considered integral to the professional development and investment in training provided during your internship, details of which would be mentioned in case of an offer made to you).

We look forward to having you in our team.

Yours Sincerely,
For CodeCraft Technologies Pvt Ltd



Vasudevan P K – Senior Manager, HR

Annexure I: Cost to Company (CTC)

Components	Monthly	Annual
Basic	₹ 15,000	₹ 1,80,000
HRA	₹ 6,000	₹ 72,000
Special Allowance	₹ 8,412	₹ 1,00,944
EPF - Employer Contribution	₹ 1,800	₹ 21,600
LIC - Term Insurance	₹ 150	₹ 1,800
Gratuity - As per Gratuity Act	₹ 721	₹ 8,652
Gross	₹ 32,083	₹ 3,84,996
Take Home	₹27,412	₹3,28,944
Performance Bonus		₹ 15,004
CTC	₹ 32,083	₹ 4,00,000

Note:

This is a draft copy of the compensation to be offered in case an “offer of employment” is made to you for the “Trainee” Position which is contingent to point number 7 mentioned above.

The above will be paid (CTC) subject to tax deductions at source as per Income Tax Act.

Performance Bonus: The performance bonus will be paid to you as per the Performance Bonus Pay-out policy based on your performance.