



**OFFER LETTER FOR PAID INTERN**

Date: 10/12/2021

**TO:**

GHAYATHRI DEVI S.Y. / MANORANJITHAM P.  
KONGU ENGINEERING COLLEGE,  
PERUNDURAI,  
ERODE-638060

**Re: Internship Offer**

Dear GHAYATHRI DEVI S.Y. / MANORANJITHAM P.

On behalf Of the **PONGALUR INFRA ROOFINGS PVT LTD**, I am pleased to extend to you this offer of temporary employment As an Intern, reporting to KONGU ENGINEERING COLLEGE. If you accept this offer, you will begin your internship with the Company from --/12/2021 to --/06/2021 and will be expected to work 5 days per week. You will be paid per month, less all applicable taxes and withholdings, payable amount is RS 8100/-.

You will be paid per month, less all applicable taxes and withholdings, payable As an intern you will be receive "temporary employment" status. As a temporary employee, you will not receive any of the employee benefits that regular Company employees receive, including, but not limited to, health insurance, vacation or sick pay, paid holidays, or participation in the Company's employee benefit plan.

Your internship is expected to end on, However, your internship with the Company is "at-will," which means that either you or the Company may terminate your internship at any time, with or without cause and with or without notice.

During your employment, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of employment, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment. This letter sets forth the complete offer we are extending to you, and supersedes and replaces any prior inconsistent statements or discussions. It may be changed only by a subsequent written agreement.

I hope that your association with the Company will be successful and rewarding. Please indicate your acceptance of this offer by signing below and returning it to PONGALUR INFRA ROOFING PVT LTD. If you have any questions and wish to contact regarding internship.

CONTACT NO : 7397578975

Very truly yours

**SHAN KANDASAMY**

MANAGING DIRECTOR.

I accept employment with the Company on the terms and conditions set out in this letter.

MANORANJITHAM.P

P. N. R. P.

GAYATHRI DEVI S.Y.

S.Y. C.A.

18.02.2021

Printed Name

Signature

Date



An ISO 9001 - 2015  
Certified Company



## Pongalur Infra Roofings Pvt Ltd

228/2B1, N.N. PUDUR, PONGALUR, TIRUPPUR (Dt). TAMILNADU. INDIA - 641 667.

+91 73975 43975 +91 73975 76975 +91 73975 77975

### ATTENDANCE CERTIFICATE

This is to certify that **MANORANJITHAM P** has been in the position of **INTERN**  
**TRAINEE** at **M/s PONGALUR INFRA ROOFINGS PVT LTD** for the period of interval  
from **03.01.2022** to **11.05.2022**.

#### DETAILS OF THE ATTENDANCE:

NO OF WORKING DAYS :107 DAYS

NO OF DAYS PRESENT :84 DAYS

NO OF DAYS ABSENT :23 DAYS

In this period the above candidate have been found **GOOD** and sincere at work.



*K. Shaya*

AUTHORIZED SIGNATORY

MANAGING DIRECTOR,

PONGALUR INFRA ROOFINGS PVT LTD.

GSTIN : 33AAICP2665H1ZD

[www.pongalurinfragreen.com](http://www.pongalurinfragreen.com) [pongalurinfrarofings@gmail.com](mailto:pongalurinfrarofings@gmail.com)