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February 12, 2022
Ms Pragati Sekar
Chennai

Internship Letter

We congratulate you for going through multiple assessments and being selected in the interview process conducted by Thirdware for the freshers drive. It is our great pleasure to offer you an Internship for the position of Software Engineer at Thirdware Technical Services - (A Div of Thirdware Solution Limited). We welcome you to be a part of Thirdware team and to experience an environment of mutual learning and growth. Listed below are the terms and conditions of the Internship as agreed upon.

1. The Internship will be effective from the date of joining i.e., February 23, 2022.
2. You will be required to follow direction of the Training Manager/Reporting Manager.
3. You will observe all applicable rules, regulations, instructions, procedures and directives of the Organization as laid down in the Employee Handbook.
4. Your monthly compensation during the Internship period will be INR 20,000. This does not include taxes and you will be required to submit your monthly approved timesheet along with an invoice to claim your Internship stipend. There are no benefits during the Internship period including paid leave and health insurance.
5. During your Internship period, in case you are absent from work without prior intimation, you will be entitled for loss of pay. Moreover if you are absent from work without prior information for 3 or more days, Thirdware reserves the right to terminate the internship with immediate effect.
6. You will refrain from any conduct that would adversely reflect on the Thirdware Technical Services - (A Div of Thirdware Solution Limited) or on the receiving department/office and will not engage in any activity which is incompatible with the aims and objectives of the Thirdware Technical Services - (A Div of Thirdware Technical Services).
7. During your internship period, you may be entrusted with confidential information with regard to the Company and/or its affiliates, its customers and suppliers. You shall maintain confidentiality of all such information and without obtaining written consent of the Company, shall not disclose any such confidential information with anybody.
8. At any point of time during the Internship, either Thirdware or you, can terminate the Internship, with or without cause upon one month's advance notice. Also Thirdware reserves the right to terminate this Internship immediately and without advance notice in the event you commit an act constituting misconduct.
9. Upon successful completion of your Engineering degree and submission of Provisional Certificate and Consolidated mark sheet to HR, your Internship will be converted into Employment via Appointment Letter. You will then be eligible for an Annual Compensation of INR 4,00,000 and various other benefits as an Employee of the Company. We are expecting that you will be able to provide the mentioned documents latest by December 15, 2022.

Thirdware Technical Services

(A Div of Thirdware Solution Limited)

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