



INTERNSHIP OFFER LETTER

Date: - Oct 18, 2021

Hi Varun,

We are pleased to extend you an opportunity for a paid internship of 2 months with QDS Pro. The stipend would be 3,000/- per month. Your first day of joining will be Oct 19, 2021. Timings are from 10 am to 7 pm.

QDS Pro is a start up and we love people who like to go beyond the normal call of duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hardwork – and expect appreciation & rewards to follow.

Intern's responsibility is towards customer relationship management and operations for the Company.

I would also like to inform you that you will be given an internship completion certificate at the end of the internship programme and a strong letter of recommendation (in case of excellent performance).

During the internship, All the work that you will produce at or in relation to QDS Pro will be the intellectual property of QDS Pro. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking sites and offline among your friends, college etc.) without prior discussion and approval with your mentor.

We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. QDS Pro operates on zero tolerance principle with regard to any breach of data security guidelines. At the completion of the internship you are expected to hand over all QDS Pro work/data stored on your Personal Computer to your mentor and delete the same from your machine.

During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company to an extent estimated by the Company.

Under normal circumstances the company may terminate this association forthwith without assigning any reason.

You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.

Kindly signify your acceptance to the offer by replying to this email. Looking forward to having you as a part of our team.

Thanks & Regards,
Team QDS Pro

QDS Pro
www.qdspro.com
Charni Road | Andheri
+91- 9920715001 / 7303315003

Hello,

Greetings!!

Congratulations on successful completion of your Internship Programme.

We are delighted to inform you that LK Consultants is offering you a position as Trainee HR Consultant (Part Time)

Based on our discussions, kindly consider this email as an official offer letter.

Here are few things that we need to agree upon:

- Your Joining date is not later than 1st Aug, 2022
- Shift Timings for this part time role would be 5 hours shifts each day.
- There would be only last Saturday off, Sunday Fixed off and applicable annual calendar leaves as per the company policy.

We believe you will be asset for the organisation. Offering your valuable dedication, honesty, discipline and maintaining the work ethics.

Regards,
Vimal Issac
Project Head



CERTIFICATE OF INTERNSHIP

This is presented to

Ms. SAKSHI SUNIL DIVEKAR.

has completed the Internship Program
at LK Consultants.

Duration : From MARCH 2022 to JULY 2022.

Divekar

HEAD OF TRAINING

Khadgil

HEAD OF OPERATIONS