

## Internship Offer Letter

**Kiruthikka M,  
W2, B4/36, North street,  
Annanji, Theni – 625531.**

**28-Nov-2023**

Dear **Kiruthikka**,

We are pleased to extend an offer for an internship position in our organization Relevantz Technology Services India private limited, based on your qualifications and interview, we believe you will be a valuable addition to our Relevantian Family.

**Position:** The position we are offering is that of an **Intern -Software Engineer**

**Start Date:** The internship will commence on **03-Jan-2024** and will continue till **31-Aug-2024**.

**Work Schedule:** You will be expected to work 48 hours per week, Monday through Saturday, from 9:00 am to 6:00 pm, including an hour lunch break.

**Compensation:** As this is a paid internship, you will receive a stipend of **Rs.8000/- per month**. You will receive this stipend at the end of each month.

**Benefit:** During your internship, you will have the opportunity to get the employee health insurance and Accidental insurance for **Rs.400,000/-** each

**Company Policies:** You will be expected to adhere to our company's rules, regulations, and guidelines, including confidentiality and non-disclosure agreements.

During your internship, you will have an access to Relevantz and Its client's private information. You agree that you will keep all this information and client information strictly confidential and will not share it with anybody outside the company. You will not use it for your own benefits and on completion of the internship; you will return documents, equipment, and all properties of the company.

Please bring along required documents when you arrive to commence duty on your first day. The required documents details will be communicated by the HR team before your date of joining.

For any further discussions related to this offer, please feel free to reach out to Mr. Azhagu Kumaran Mohan, at [azhagukumaran.mohan@relevantz.com](mailto:azhagukumaran.mohan@relevantz.com) or on +91 9789518386 from our campus recruitment team.

Please sign and return this letter by **01-Dec-2023** to confirm your acceptance of the internship position.

Thank you for considering this opportunity. hope that this internship will provide you with a valuable learning experience.

Once again, congratulations on your selection, we are thrilled to witness your invaluable contributions to our organization.

We look forward to your positive response and welcoming you to our Relevantian Family!

Yours truly,  
For **Relevantz Technology Services India Private Limited**



**Allwyn Herbert Raja. A**  
Senior Vice President

I, **Kiruthikka M**, accept the terms of this Internship Offer Letter.


**Signature:**

**Date:**

**Place:**

## Commitment Sheet

<b>Candidate Name</b>	<b>Kiruthikka M</b>
<b>Commitments as follows:</b>	
<b>Tenure Allowance</b>	<p><b>General Instructions:</b></p> <ol style="list-style-type: none"> <li>After Completion of your internship, the job offer will be released based on your performance with the offer of 3 Lakhs and 75 Thousand (3.75 L all inclusive)</li> <li>The Job offer would be 3 L PA as a base salary, 25000 rupees will be a joining bonus after conversion to full time employee with Relevantz and 50000 rupees will be paid as a retention bonus after completion of 2 years and 7 Months service agreement including internship.</li> <li>You will be eligible for the hike after completing one year as a full-time employment</li> <li>On the day of joining, you would need to submit the originals of below mentioned documents:             <ol style="list-style-type: none"> <li>10<sup>th</sup> Marksheet</li> <li>HSC Marksheet</li> <li>UG/PG Marksheets</li> <li>Provisional/Degree Certificate</li> </ol> </li> <li>Onboarding and Internship training will be happening in Kamaraj College campus, Virudhunagar.</li> <li>The working days during the training period will be Monday to Saturday.</li> <li>Your training period will be seven months, and upon evaluating your training performance, we will confirm your employment with Relevantz Technology.</li> <li>Training hours will be 8 business hours per day (9AM to 6 PM, Including breaks).</li> <li>If you require accommodation during your training period, Kamaraj institute offers hostel facilities with food. The cost for this accommodation is Rs. 6000, which must be paid to the institute on monthly basis.</li> <li>Inclusive of your internship the agreement period would be 2 year &amp; 7 Months, the certificates will be returned back Upon Completion of 2 years of service agreement after Internship.</li> <li>In case of relieving in between the service agreement period, you may need to pay the agreement breakage charges as per the service agreement.</li> </ol>

Candidate signature		Date	28-Nov-2023
TAT representative signature		Date	28-Nov-2023
Approver signature		Date	28-Nov-2023

**Note:**

Date format shall be in dd-mmm-yyyy

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**Relevantz Technology Services India Private Limited**

(Formerly ObjectFrontier India Private Limited)

Regd. Office: Chennai One - IT SEZ, Module-4, 3<sup>rd</sup> Floor, South Block, Phase 2,  
Pallavaram - Thoraipakkam 200 Feet Road, Thoraipakkam, Chennai - 600 097, India.

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