

Internship Letter

24<sup>th</sup> July 2018

Mr. Y. Guru Prashanth,  
5/33, Narasapuram,  
Anantapur,  
Andhra Pradesh (515408)

Dear Prashanth,

We are pleased to offer you the position of **Intern- Business Operations** with **MoreTasks Business Solution Pvt Ltd.** hereinafter referred to as "**MoreTasks**". You will be working at our office in Gurgaon.

Your monthly compensation will be **₹15,000/-** per month and will be subject to a deduction of tax at the source in accordance with the prevailing laws. In addition to this, you are entitled to a monthly retention bonus of **₹2,000/-** which will be paid on **31-Jan-19**.

In your position as **Intern- Business Operations** you will report to the **Team Lead**.

**Working Hours-**

The general working Hour is from (10:00 am to 07:00 pm) day shift or (07:30 pm to 04:30 am) night shift, Shift will be decided as per work requirement. However, you are required to be abide by the timings of our Business Unit. Currently, we have a six-day work week.

**Contract Tenure-**

This contract will be valid for the duration of **6 months** effective from **1<sup>st</sup> Aug 2018** to **31<sup>st</sup> Jan 2019**. In case you fail to **report to office on 1<sup>st</sup> Aug 2018**, the contract will be terminated and this letter of offer will lose it's validity. At the end of the tenure of 6 months, your performance will be evaluated, and on the basis of your performance report and the feedback given by your reporting manager, there will be an extension of another 6 months or you will be offered to join us as full time employee.

**Contract Terms-**

Dissolving contract, where both the parties are entitled to terminate the contract at any given point of time, after which in case you are terminating the contract with us then you are liable to give 30 days' notice period but if we are dissolving the contract then, we are liable for 7 days' notice period. **If you fail to serve the notice period, we reserve all rights to take necessary actions to protect the company's policy. Also, you will not be entitled to any certificate/experience letter/LOR in case you decide not to serve the notice period.**

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Signature-Date

**MoreTasks Business Solution Pvt. Ltd.**

**India Office:** 405-D, 4th Floor, Centrum Plaza, Golf Course Road, Sec- 53, Gurgaon-122002, Haryana.

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