

Anuj Singh
156, NIT-5, Faridabad, Haryana. Faridabad, 121001
+91 8076278943
anujprofessional100@gmail.com

Jan 1th, 2021

Dear Anuj,

On behalf of The Design Studio, at Ravish Kapoor Innovative Invitations, a subsidiary of R.K. Ads and Laminates, we hereby inform you that you are appointed to the intern position of Embedded Systems Developer, at a starting salary of 10,000 rupees per month with a bonus paid at completion of the projects assigned to you during your internship. Your tenure will be for four months with the understanding that if both parties agree it will be extended as per mutual agreement. You will report to the Design Studio address, which is located at E43/5 Okhla Industrial Area, Phase 2, Delhi.

As part of the design team at Ravish Kapoor, it is necessary for us to respond to needs and workloads across the organisation. Therefore, we need to remain flexible and work as a team, and in line with this, you may be asked to assist in other areas, vary your working times (including reasonable overtime) and/or perform other tasks which are consistent with your skills and abilities.

Our office timings are Monday – Friday 9:30 AM – 5:30 PM with a one-hour lunch break from 1:00 – 2:00. Upon completion of 4 months you will be entitled to two weeks paid vacation. One month's written notice must be submitted for any extended time off.

14 day notice period is requested should you chose to end your Internship with the company.

We look forward to having your creative inputs on our team.

Sincerely,

John Connolly
Head Creative at The Design Studio
Ravish Kapoor Innovative Invitations
+91 9811565656

I Anuj Singh accept the position and terms.

Anuj Singh
Date: Jan 1st 2021