



13/05/2023

Dear **Adhya Gupta**,

We are pleased to offer you a **6 Months** Internship with AcmeGrade Pvt. Ltd. "At- will basis" which can be extended. Please find the following confirmation of your internship:

Training Date: **21/08/2023** to **03/09/2023**

Internship Start Date: **04/09/2023**

Internship End Date: **04/03/2024**

Your job title will be "**Business Development Intern**". Your scope of responsibilities will include those for which you are engaged, as well as any other duties given to you by your reporting manager from time to time. By accepting this internship offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms. You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

You will be eligible for a stipend of INR ₹18,000 per month and INR ₹10,000 as incentives for the period based on revenue with statutory deductions as per the company policies & performance. As an intern you will not receive any of the employee benefits that regular employees receive. **During the internship period, the company will have all the rights to terminate your services without offering any reason and you are required to give 15 days' notice should you wish to terminate your internship before the end of your tenure.**

By accepting this offer of Internship, you acknowledge that you will keep all of this information strictly confidential and refrain from using it for your own purpose or from disclosing it to anyone outside of the Company. In addition, you agree that, upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.

AcmeGrade Pvt. Ltd.

HustleHub, TechPark, 27th Main Rd,
ITI Layout, 1st Sector, HSR Layout,
Bengaluru, Karnataka 560102



By accepting this internship offer letter, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees. This letter sets forth the complete offer we are extending to you and supersedes and replaces any prior inconsistent statements or discussions. **Official communication either within the company or outside the company should be through the company Email of your manager only.**

To indicate your acceptance, please mail the signed and scanned soft copy of the training Offer Letter and the documents as mentioned below to the <careers@acmegrade.com> within **two working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of ACMEGRADE if we do not receive your acceptance as per the mentioned timeline.**

NOTE: After completion of the internship your package will be from 4 - 6 LPA .

Working Hours: 8 Hours / day
Monthly Target: ₹2,00,000/-

Job Type: Full Time Internship
Location: Bangalore.

Acceptance of the Candidate:

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with AcmeGrade, and will report on the mentioned training date.

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

With Regards,
Rupal Kumar Singh
HR Head,
AcmeGrade Pvt. Ltd.



Annexure-1

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination• 12th standard or equivalent examination• Graduation• Post-graduation / Doctorate Other relevant educational or skill certifications
2.	Color Scanned Copy of your Photographs
3.	Scanned Copy of Aadhaar Card, Voter ID or Driving License.
4.	PAN Card, Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.