

INTERNSHIP OFFER LETTER

Employee ID: NS0556

Date: 5th May 2025

Dear V.Priyanka,

Congratulations! We are glad to extend an offer for you to join the dynamic and energetic team of NXT SYNC Pvt. Ltd. as a “Business Development Associate” in our organisation for four months. Upon successful completion of your internship, we will consider you for full-time employment based on your performance during this period. We are confident that our mutual enthusiasm and dedication will be of immense mutual benefit to your self growth and the organisation and help us achieve our mutual vision.

Please find below the confirmation of your training:

Date of Joining: 7th May 2025

Please note that the initial 10 working days will begin from your first day of onboarding and it will be your unpaid training period. Upon successful completion of this **On-the-Job Training (OJT)**, The performance pay for the internship period is up to Rs. 16,000/- and upto 10,000/- Variable pay/ Incentives per month considering the working days as Interns. Kindly note that a minimum of **28 working days** in a month is mandatory to qualify for the stipend.

Training & Internship Period: 4 months (The performance pay for the internship period is up to Rs. 16,000/- and upto 10,000/- Variable pay/Incentives)

Based on your performance during the internship, we are pleased to inform you that you will be considered for a full-time employment position within our company. Upon transitioning to full-time employment, your salary package will be ₹5.5 LPA (Lakhs per annum), comprising:

- . ₹4.5 LPA salary**
- . 1 LPA variable pay based on performance**

During the training period, you will not be eligible for any employee benefits that regular employees receive. All information acquired during the training period must be treated as strictly confidential.

Training Policy:

- By accepting this offer, you agree to perform all responsibilities assigned to you with due care and diligence, in compliance with management norms.
- You are required to dedicate your time and effort to performing your assigned tasks during business hours, and any additional time as may be necessary.
- Working Hours: Always Day Shift (8-9 hours a day depends on the Business Requirements)
- Job Type: Full-Time Training

We believe your skills will continue to grow and contribute to the success of our organisation.

ANNEXURE:

1. Professional / Educational Certificates and Mark Sheets:

10th standard or equivalent examinations (Xerox copy)

12th standard or equivalent examinations (Xerox copy)

Graduation (Hard copy)

2. Post-graduation / Doctorate (If any)

3. Other relevant educational or skill certifications

4. Two passport-size photographs

5. PAN Card (Original copy)

6. Offer Letter (Two Color Xerox copy)

We are confident that you will be a great asset to our organisation, and we look forward to working with you and supporting your professional development. We are excited to see the contributions you will make during your internship.

Best Regards,

ARCHANA

Human Resource Department

placements.nxtsync@gmail.com

7975821043/7975811368

NXT SYNC Pvt. Ltd.

Madhapur, Hyderabad, TG-500033

Candidate's Signature
NXT SYNC Pvt. Ltd.