

Letter of Intent

Date: 7th Jan 2024

To
Miss. Suhana Singh
Ballia, Uttar Pradesh, India

Subject: Letter of an Internship

Dear Miss. Suhana Singh

On behalf of Recrivate HR Solutions, We are excited to extend an offer to you for an internship position. The position is for an **Human Resource Intern** (Work From Home).

This position is scheduled to begin on January 8th 2024 and will be a Three-month internship opportunity.

The schedule for this position is 5 Days (Monday to Friday) starting at 9 AM till 7 PM daily. In this schedule, you will work in 2 shifts every alternate week, first is 9 AM to 4 PM and another is 1 PM to 8 PM.

The Stipend of this position will be INR 3,000.

In this role, you will report directly to Mr. Pranil Nandedkar, Director at Recrivate HR Solutions. Please be sure to bring Adhar Card Both sides, Pan Card and All Educational Certificates with you on your first day to complete your profile.

During your internship with Recrivate HR Solutions, you may have access to trade secrets and confidential or proprietary business information belonging to Recrivate HR Solutions. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of Recrivate HR Solutions. Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company. By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer from Recrivate HR Solutions.

This offer letter represents the full extent of the internship offer and supersedes any prior conversations about the position. Changes to this agreement may only be made in writing. Please review this letter in full, and sign and return it via email to info@recrivate.com to confirm your acceptance of the position on January 7th 2024. We look forward to having you begin your career at Recrivate HR Solutions and wish you a successful internship.

Confidentiality:

For the purpose of this clause, "Confidential Information" means all information relating to the business affairs and finances of the Company and its group companies and trade secrets, including without limitation technical data and know-how, relating to the business of the company or its group companies, whether in a tangible or intangible form. You shall not during the continuance of your employment with the company, or at any time thereafter, divulge or disclose to any third person whomsoever, or make any use of your own or for whatever purpose confidential information regarding the company's affairs or administration or research carried out, whether the same is confided to you, obtained by you during employment with the company, or otherwise and you shall during the continuance of your employment hereunder also use your best endeavors to prevent any other person from doing so. In case of any breach or default by you of the obligation mentioned, your employment may be terminated by the company with immediate effect.

Intellectual Property:

If you conceive any new or advanced mention of improving designed/process/formulae/ system, etc. in relation to the business/operation of the company, such developments will be fully communicated to the company and will be, and remain, the sole right/property of the company.

Non compete requirements:

You agree to not pursue employment or business alliance with any organization that is in direct or indirect competition of the Company up to 1 year from your separation from the Company. This includes company's clients. You agree to not divulge Company's trade secrets with such organizations during and after your employment termination with the company. The Company reserves the right of civil and criminal proceedings in case of violation of this clause.

Termination of Employment:

- A.** Your services may be terminated on either side by giving 1 Month notice.
- B.** In the event the termination with notice is at the instance of the employee, the company at its sole discretion reserves the right to relieve the employee on any date during the notice period by waiving the notice period in full or part without paying any amount towards the balance notice period.
- C.** At the sole discretion of the company your services are liable to be terminated without any notice or salary in lieu thereof in the event of breach of the terms and conditions of this letter and the annexure thereto, including refusal of transfer or you being involved in violation of any of the company's rules, policies, services regulations, code of conduct, or any offence which may or may not be directly connected with the business of the company and for such act the company shall not be held liable under any circumstances and provisions. The company shall also be entitled to terminate your services with immediate effect in the event any of your actions/inactions bring bad name and/or disrepute to the company.
- D.** Or Any of the below reasons
 - a. Your breach of any of these terms or any other agreement signed by you with the Company, or
 - b. Your breach of the Company code of conduct, policies, rules, regulations and procedures, or
 - c. The Company's background check reveals discrepancies in the information or documents provided by you to the Company during the recruitment process, or
 - d. The Company finds your performance unsatisfactory during any period of training or in the discharge of duties assigned to you, or
 - e. Any act or omission by you that may have the effect of injuring the reputation or business of the Company or causing loss to the Company, or
 - f. Your failure to comply with the instructions specified in Schedule 1 hereto, or
 - g.. Your Unauthorized absence from work; or
 - h. Your insubordination or Your misconduct

Welcome to our team!

**Sincerely,
Mr. Pranil Nandedkar
[Director- Recruvate HR Solutions]**

**I, _____, accept the above offer and will begin the
internship position on January 7th, 2024**

Signature

[Suhana Singh]

Date :