24 –July- 2020

Internship Letter

To,

Kousalya.M

1/198, Chittampatti (P.O),

Madurai East (T.K),

Madurai-625122

Dear Kousalya,

This is with reference to your application for a Full time - Internship role with **Webtoall** (hereinafter referred to as "Company")**.**

We are pleased to offer you a Full time Internship in our Company for a period of three months.

1. The Internship will start from **July,2020** and end on **October**,**2020**
2. You will operate from our Madurai office.
3. The details of the **Internship** would be shared with you at the time of reporting to the Project Manager.
4. On the day of joining you need to contact Human Resources,**Ms.Abinaya** contact number **9361513146**
5. During this period, it is expected that you will abide by the rules and procedures of the Company.
6. Please note that this is an unpaid Internship. At the end of this Internship period, based on your Internship performance, Company may offer you a full-time opportunity or extend the same terms of this Internship for another three to six months period. The mentioned offer is subject to the sole discretion of the company and company reserves the right to employment with Webtoall.

7. You will be aligned with Company's holiday calendar during the internship program and in addition for active participation in the program we suggest you not to be absent more than one day per month during this period.
8. You will, at all times, observe secrecy and confidentiality and will not divulge, disclose or make known to any unauthorized person within or outside the Company, nor will you unauthorized use any knowledge or information in respect of Service, manufacturing, technical trade or business data (including Service, manufacturing processes, technical know-how, customer information, business plans and like matters) which are necessarily confidential and have come to your knowledge and possession.
9. You will also not remove any such information in any form whatsoever from the Company premises, nor copy or transmit the same in an unauthorized manner through any medium including social networking networks/ public sites nor will you grant permission to assist, permit entry to, or in any manner co-operate with any unauthorized person for the purposes of accessing, obtaining, copying, transmitting or removing the above. Even after the cessation of your internship or employment with the Company as the case may be, you will not use, divulge, disclose or remove in any manner whatsoever confidential information of the type described above of which you were in possession whilst in service to the detriment of the Company.
10. If you are found guilty of misconduct, fraud or wrongful practice, your internship/services shall be terminated immediately without notice or compensation as the case may be and necessary legal actions shall be initiated if required.

The above internship is strictly confidential and specific to you only. You should not discuss or divulge your Stipend/compensation package as the case may be to anybody. Any lapse in this regard will be viewed seriously.

As per our company norms, after your successful completion of training, as an intern you are required to work for six months. If you are not able to work in our company, you will have to pay off 40,000 INR to the company for your technical training given by our company. So, kindly make sure to sign the copy of this letter indicating your acceptance of this offer, whilejoining.

Please bring this letter with you at the day of joining:

We welcome you to **Webtoall**. and hope that you will have a good learning during this period. Please sign the duplicate copy of this letter and return the same to us as a token of your acceptance.

With best regards,

WEBTOALL

Human Resource **Acceptor's Signature**