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Offer Letter

Dear Sripoorna,

We are pleased to offer you a position as **Finance Intern** at Bhima's Foods. We trust that you will be able to use this opportunity to hone your skills further and positively impact your career growth in the future.

On accepting this internship, you will be responsible for carrying out tasks such as invoicing, accounting, financial performance reporting, inventory/procurement analysis etc and also miscellaneous office management responsibilities.

The terms of your employment are as follows:

- Your internship period will be from 12.10.2021 to 12.12.2022
- You will be working from our Bangalore office in Indiranagar.
- Your work timings will be from 10am to 6pm, 6 days a week (Monday to Saturday)
- The company reserves the right to eliminate this internship at any time.

The payment terms are as follows:

- You will be paid a stipend of Rs. 5000/- per month on the 1st working day of the following month.
- Payment for the first ten days will be held as a deposit and will be paid to you upon the completion of your internship period.

At the end of the internship, you will be given an experience certificate and a letter of recommendation depending on your performance. An offer for an extension of the internship may also be made.

Should you choose to opt out of the internship before completion, you will be required to provide a 15-day notice, in lieu of which any pending salary and deposit amount will be forfeited.

Please acknowledge the receipt of this offer and convey your acceptance so we can proceed. We're looking forward to working with you!

Best regards,

Jaggruthi
CEO
Padma Food Products

PADMA FOOD PRODUCTS

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