

TO WHOMSOEVER IT MAY CONCERN

Dear Rinita,

We would like to congratulate you on being selected as a Volunteer for the Mental Health Advocacy Program. Your joining date will be 11/01/21 (Monday), and according to the terms of the contract and the company's policy related to internees, you are required to work for a period of 6 months, after which your performance will be evaluated by your respective supervisor on the basis of the quality of the work you delivered and how actively you participated throughout your Internship.

Below are few points to be strictly taken care of:

- **FLEXIBLE WORKING HOURS: MONDAY TO SATURDAY** (SUNDAYS will be considered as non-working days)
- **WORKING HOURS-** for official communications- 08 AM- 08 PM. (Communicating after the official work time is strictly discouraged/ not allowed.)
- **Any misconduct or misbehavior isn't tolerated.** No such cases or any misconduct would be tolerated and their internship would be terminated immediately.
- If at any point we feel that an **Intern is not performing the assigned task properly**, or if we do not receive any updates from them, we can terminate their internship without any prior notice/ or take away their benefits and perks.
- Please read other guidelines [here](#).

As we discussed during the selection process, this is a non-paid internship during which you will be expected to provide work as per given timelines.