



Date: September 15, 2017

Vidhi Shah
Wanawadi, Pune - 411040

Dear Vidhi Shah:

We have pleasure in offering you an appointment as '**Intern**' with effect from **October 3, 2017** in the company on the following terms and conditions:

1. You are being employed as '**Intern**'.
2. During your service with the company, you will diligently and faithfully serve the Company in such capacity aforesaid.
3. You will be paid a stipend of **Rs. 5,000/-** per month.
4. You may at any time be called upon to perform other than your normal duties, which in the opinion of the Company are within your capacity to discharge, and you will forthwith undertake to discharge these duties with care and diligence.
5. During your employment and thereafter, you will keep all secrets and will not divulge to any person, firm or Company whatsoever (other than to the Directors or partners of the Company or their authorized representatives or except under legal duress) confidential information of any description acquired by you while in our service concerning process of manufacture, business practices or affairs of the Company or any of its associates, or their customers or suppliers.
6. You will not, during the continuance of your contract, undertake or carry on, either alone or in partnership, nor be directly or indirectly employed or concerned with as principal agent, or otherwise in any business, trade or profession whatsoever. You will fully devote your time and attention to your duties with us.
7. Resignation cannot be given by an employee when he/she is on leave and no leave will be granted once a resignation letter has been submitted.
8. For the present, your services are required at Pune, and as and when necessity arises, the Company has the right to transfer your services to any place in India.
9. Upon termination of your contract, you will return to the Company all documents, books, or any other articles of the Company and/or copies thereof belonging to the Company.
10. Helmets are compulsory at Extentia for the rider and the pillion rider.

EXTENTIA INFORMATION TECHNOLOGY PVT. LTD.
CIN: U72400PN1998PTC013061 | contactus@extentia.com | www.extentia.com

Registered Office

Extentia House, Lane E, North Main Road
Koregaon Park, Pune 411001, Maharashtra, India
Phone: +91-20-67285300 Fax: +91-20-26153104

Corporate Headquarters

Extentia Tower, Road 12, Kalyani Nagar
Pune 411006, Maharashtra, India
Phone: +91-20-67285200

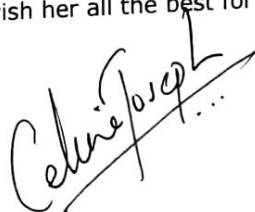
January 16, 2018

To Whom It May Concern:

This letter serves to confirm that Ms. Vidhi Shah did her internship at Extentia Information Technology Pvt. Ltd., Pune/India in our Marketing department. Vidhi worked with us from October 16, 2017 to January 16, 2018.

Vidhi did good work as a Marketing intern here at Extentia over the past three months. She got all assigned tasks done after initial direction, and understood requirements. Assignments included creating marketing collateral, blog posts, customer research reports, content QA for customers, Slideshare PPTs, internship program promotion, Google analytics, and content QA. We found she was a diligent worker who adapted to the environment well, and learned quickly.

We wish her all the best for her future endeavors.



Celina Joseph
General Manager – HR



Extentia Information Technology Pvt. Ltd.

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