



Email

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Phone

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Address

479, Baspadamka, Tehsil Pataudi,
Gurugram, Haryana - 122503

Website

www.simmifoundation.org

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23/03/2021

Subject - Offer Letter for HR Internship

Dear Amisha Singh ,

I am delighted & excited to welcome you to SIMMI FOUNDATION as an HR intern. We believe that our team is our biggest strength and we take pride in hiring ONLY the best and the brightest.

We are confident that you would play a significant role in the overall success of the venture and we wish you the most enjoyable, learning packed and truly meaningful internship experience with SIMMI FOUNDATION

Your appointment will be governed by the terms & condition presented in the Annexure A.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign at the end of this offer letter as your acceptance and forward the same to us.

Congratulations!



HR DEPARTMENT
SIMMI FOUNDATION



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You shall be governed by the following **Annexure A**, during your internship with SIMMI FOUNDATION, and those may be amended from time to time.

1. You are being hired as **HR Intern** and Mr. Nitesh would be your Reporting Manager and Mentor during the internship. You would be responsible for assisting with day to day operations of HR functions and duties; processing documentation and preparing reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations, etc), providing clerical and administrative support to the senior HR and management team, Working on a complete end to end process of recruitment, and compiling and updating employee records (hard and soft copies).
2. Your date of joining is **13/03/2021** and the duration of the internship would be of **1** month/s further expandable with prior notice. During this time you are expected to devote your time and efforts solely to SIMMI FOUNDATION. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.
3. You will be working remotely for the internship. There will be catch ups scheduled with your mentor to discuss work progress and overall internship experience at regular intervals.
4. All works that you will produce at or in relation to SIMMI FOUNDATION will be the intellectual property of SIMMI FOUNDATION. You are **not** allowed to store, copy, sell, share, or distribute it to a third party under any circumstances. Similarly you are expected to refrain from talking about your work in public domains (Both online such as blogging, social networking site and offline among your friends, college etc.), without prior discussion and approval with your mentor.
5. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, companies' data and contact details that you may get access to during your internship will be your responsibility. SIMMI FOUNDATION operates on zero tolerance principle with regard to any breach of data security guidelines. At the completion of the

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internship you are expected to hand over all SIMMI FOUNDATION work /data stored on your Personal Computer to your mentor and further delete the same from the computer.

6. During the appointment period you shall not engage yourselves directly or indirectly or in capacity in any other organization (Other than your college). In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.

7. Under normal circumstances either the company or you may terminate this association by providing a notice of 10 days without assigning any reason. However, the organisation may terminate this agreement forthwith under situations of in-disciplinary behaviours.

8. You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.

9. SIMMI FOUNDATION is an NGO and we love people who like to go beyond the normal call of the duty and can think out of the box. Surprise us with your passion, intelligence, creativity and hard-work, and expect appreciation & rewards to follow.

10. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.

11. Have fun at what you do and do the right thing – both the principles are core of what SIMMI FOUNDATION stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.

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12. You will be provided no stipend as it would be an unpaid Internship. All the office related expenses (phone calls, Internet etc., if any) would be reimbursed on actual basis.

Intern Acceptance

I have read, negotiated, understood and agreed to all terms and conditions of this Internship letter as well as Annexure A hereto and affix my signature in complete acceptance of the terms of the letter.

Place :

Name :

Date :

Signature

