



tooltech
global engineering

Ref : TGEPL/HR/2016
Date : 14th November, 2016

Ms. Saanchi Sharma
Flat no.603, E, Ganga Kingston,
Near cloud 9, NIBM Road, Pune
Maharashtra- 411048.

Dear Ms. Sharma,

We are pleased to offer you a 'Student Intern' position with the Business Development Team in our organization.

This Internship is based at our Pune Office for a period starting from 14th November, 2016 to 14th May 2016 (including three weeks of trail/ training period). If your work during the trial period is not satisfactory, the company may terminate this internship immediately at the end of the trail period. During this period you will be paid a stipend of Rs. 6,000/- (Rs. Six Thousand Only) per month. Post successful completion of the trail period, internship can be terminated with one weeks' notice by either party.

You will not be entitled to any other benefits as applicable to permanent employees of the company.

You will adhere to the rules, regulations and general work practices including confidentiality of work of the company. Your internship will consist of assisting the Business Development/Telemarketing team.

Please sign the duplicate copy of this letter as token of acceptance and return the same for our records.

Thanking you,

Yours truly,
For Tooltech Global Engineering Pvt. Ltd.

V. Ravindra
Chief Operation Officer

Tooltech Global Engineering Pvt. Ltd.

401 Beta 1, Gigaspace, Viman Nagar, Pune 411 014, India. Tel. +91 - 20 - 30511200, Fax +91 - 20 - 30511201

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