

## Offer Letter

Dear **Ms. AYUSHREE NAIR**,

Further to your application and interview with us, we are pleased to appoint you as **Intern-Content** in our organization with effect from **17<sup>th</sup> Nov 21** under following terms and conditions:

### Duties and Positions:

- You are joining initial at the position of "**Intern-Content**".
- Your duties and responsibility will be as assign to you the company in relevance to your job offer timing of the company and on all other working days of the Company. However, the Company's business and work requirements may require you to work sufficient hours to perform the job satisfactorily.

### Salary:

- A total Remuneration of **INR 9,000** per month is offered.  
You are requested to report for duty on **17<sup>th</sup> Nov** at 2:00 pm.

### Performance Review:

As per mutual agreement, your review will be on completion of every weekly.

### Term of Employment:

Your internship is expected to end on **16<sup>th</sup> Jan 2022**. However, your internship with the Company "at-will," which means that either you or the Company may terminate your internship at any time giving 7 days of notice.

### General Requirements

- You will observe office rules and regulations of the Company stipulated from time to time and will devote your full time during business hours to promote the best interests of the Company and Carryout duties specified in your job description or other duties arranged by the software manage relevant to your position.
- During the continuance of your Internship, or anytime thereafter, you may not disclose to any person information concerning the affairs of the Company including to its clients, servants, associates and or agents without the specific written authority of a Director of the Company.

### Leave Facilities:

As per the policy of the Company, you will not be entitled to any paid leaves in the internship period.

### Standard and Discipline:

- You will maintain the highest standards of business ethics, performance, conducts, manner and appearance as well as go with company's rule, regulations, procedures and process.
- The Company reserves the right to terminate your internship without notice for misconduct. Misconduct covers, but is not restricted to the following.



**Requisites:**

Kindly submit the following documents on your joining.

- Photocopy of your school leaving certificate confirming your date of birth and other educational qualifications.
- Two Passport size photographs.

Kindly sign and return duplicate copy of this offer letter in token of your acknowledgement and acceptance.

If you have any questions, please feel free to contact us. We are very pleased that you have decided to join MSAGSI. We look forward to seeing you on **17<sup>th</sup> Nov 21** and offer a very warm welcome.

Yours faithfully

**For (MSAG Skill India LLP)**

**Agreed & Accepted**



**Authorized Signatory**

**Signature of candidate**

**Date:**



**MSAG SKILL INDIA LLP**

**Registered Address:**

313, A Block, Block A, Defence Colony,  
New Delhi, IN 110024



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