



SUVIDHA FOUNDATION
Serving the Society Since 20+ Years

Suvidha Foundation (Suvidha Mahila Mandal – NGO)
H.No. 1951, W.N.4,
Khaperkheda, Saoner,
Nagpur
info@suvidhafoundationedutech.org
+917020044091

SMM/2021/DM/00093

INTERNSHIP

OFFER LETTER

To,

November 20, 2021

PREETI SHARMA

With reference to your interview, we are pleased to inform you that you have been selected as “**Digital Marketing Intern**” in our NGO - “Suvidha Mahila Mandal” with the following terms and conditions.

- You will provide the Human Resource Services to SUVIDHA FOUNDATION and deliver effect of the work.
- The internship period will be from **November 21 2021, 2021** to **December 21,2021**.
- You will be under probation up to **1 Month** from the date of joining. Based on your performance, extension of internship is possible.
- Your Work Base station is Work From Home and six days a week.
- During the internship period and thereafter, you will not give out to anyone in writing or by word of mouth or otherwise particulars or details of work process, technical know- how, research carried out, security arrangements and/or matters of confidential or secret nature which you may come across during your service in this company.

Sincerely,

Amandeep Kaur

Amandeep Kaur, HR
SUVIDHA FOUNDATION

Annexure -A