November 01, 2025

Rakesh Mani Tripathi
Human Resources
Golghar
Gorakhpur,U.P,273001

Dear Hrithik Mani Tripathi,

Subject: Offer of Internship as Web Developer Intern

We are pleased to offer you the opportunity to join **Shandilya Associate as a Web Developer Intern**. Your technical acumen, enthusiasm for learning, and problem-solving abilities have impressed us during the selection process. We are confident that your skills will contribute significantly to our web development initiatives and projects. This letter outlines the terms and conditions of your internship. Please review the details and confirm your acceptance.

Internship Details:

1. Position Offered: Web Developer Intern Your responsibilities will include developing and maintaining web applications, collaborating with design and development teams, ensuring code quality, and optimizing applications for scalability and performance.
2. Date of Joining: 10th, December
3. Location: Onsite
4. Stipend/Compensation: During your internship, you will receive a stipend of 6.5k per month.

Probation Period:

Your internship will begin with a 90-day (3 months) probationary period, during which:

- **On-the-Job Training (OJT):** The initial 10 days will focus on training. This phase is unpaid and aims to familiarize you with our workflows, tools, and team structures.
- **Evaluation:** Your performance during the probationary period will be reviewed based on your technical contributions, teamwork, adherence to deadlines, and problem-solving abilities.
- **Transition to Full-Time Internship:** Upon successful completion of the probation period, you may continue as a full-fledged Web Developer Intern with potential benefits or even be considered for a permanent role, based on your performance and organizational needs.

Minimum Commitment
- A minimum commitment of three (3) months is required for this internship. This period is non-negotiable and ensures continuity in projects and learning objectives.

Responsibilities and Expectations
As a Web Developer Intern, your key responsibilities include:

1. Front-End Development: Designing and implementing user interfaces using modern technologies like React, Vue.js, or Angular.
2. Back-End Development: Building server-side logic with frameworks such as Node.js, Django, or Express.
3. Testing and Debugging: Ensuring cross-browser compatibility and resolving bugs for seamless user experiences.
4. Collaboration: Working closely with designers, developers, and other stakeholders to meet project goals.
5. Documentation: Writing clean, maintainable code and providing clear documentation.
6. Learning and Growth: Staying updated with the latest web development trends and tools.

Benefits

As an intern at shandilya Associate, you will be entitled to the following benefits:

1. Mentorship: Guidance from experienced developers to enhance your technical skills.
2. Real-World Experience: Exposure to real-world projects and opportunities to build portfolio-worthy applications.
3. Performance-Based Incentives: Additional rewards for exceptional contributions, based on company policy.
4. Flexible Work Arrangements: Depending on project requirements and timelines, flexibility in work hours may be provided.
5. Learning Resources: Access to learning materials, courses, and tools to improve your web development knowledge.

Resignation and Termination

1. Resignation: During probation, a 10-day notice period is mandatory for resignation. Post-confirmation, a 30-day notice period is required.
2. Termination: The company reserves the right to terminate the internship in case of policy violations, unethical behavior, or unsatisfactory performance.

Required Documents

Please bring the following documents on your joining date:

1. A signed and dated original copy of this offer letter (and one photocopy).
2. Educational certificates (10th, 12th, and graduation).
3. Proof of identity (Aadhaar card, Passport, Voter ID, or PAN card).
4. Passport-sized photographs (4 copies with a white background).
5. Any other documents requested by HR.

Conditions of Acceptance

- Your internship is subject to pre-employment verification, including education, references, and background checks.
- To confirm your acceptance of this offer, send an email to us, with your signed copy of this letter within two (2) working days. Failure to respond within the specified timeframe will result in the withdrawal of this offer.

Next Steps
1. Onboarding: On your joining date, you will receive a detailed orientation and access to the tools and resources required for your role.
2. Team Introduction: You will be introduced to your team and assigned a mentor for guidance.
3. Project Assignment: Initial tasks and projects will be assigned based on your skill set and the company's requirements.

We are excited about the journey ahead and believe this internship will be a significant step toward your professional development. Welcome aboard!

Best Regards,
Rakesh Mani Tripathi
HR Manager
shandilya Associate