



23 October 2021

**Ms. Sakshi Baldwa**  
Pune

**Dear Sakshi,**

**Offer Letter**

We are pleased to offer you to work as **Intern – Trainee Software Engineer** starting from **25 October 2021**.

1. You will be working at company's premises at **Pune**. You will be subject to the general rules of conduct, discipline, leave rules, holidays, hours of work, etc. that are prevailing in the company or may be brought into force from time to time.
2. You will work under probation period for 6 months or till the completion of your education. During the probation period, you will be paid a consolidated compensation of Rs.15,000 per month. After successful completion of your probation period and based on your performance, you will be offered 360,000/- CTC.
3. You will be required to undertake a Confidentiality Agreement effective for the duration of your work. The Confidentiality Agreement is to ensure that all proprietary information, documents, literature, invention obtained/made during your tenure with Prorigo Software will not be utilized by you at any point to undermine the interests of Prorigo Software.
4. You will be required to abide by the organization's policies in force from time to time.

Please acknowledge your acceptance by signing and returning the duplicate copy of this letter.

With warm regards,

**Kishore Kumar**

**HEAD – Human Resource**

I accept the above offer and my date of joining is : \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_