



## **HR Internship Letter**

To:

**Sakshi,**

On behalf of **Bits PanIndia**, I am excited to extend an offer to you for an internship position within our HR department. This company is located in Gurugram, Haryana. The position is for **HR Intern**. It will be 6 month paid internship opportunity. You will get stipend 7k for the 6 month and after completion intern month you will get between 8K to 15K on the basis of your performance. This position will pay depending on your work progress.

*Duration:* Your internship shall commence on 5th Nov 2024 and shall end on 31st May 2025.

*Working Hours:* The working hours will be 10:00 a.m. to 7:00 p.m. The firm usually operates six days a week. You will be expected to work six days a week.

*Leaves:* Each month, you will be entitled to 1 paid leave. All leave requests must be filed in writing to your HR prior to the specified duration of time.

*Employment:* Your initial employment type will be work from home.

*Notice Period:* You must offer a 45day notice period. Depending on the priorities, the company may accept the resignation immediately or within a time frame of less than one month to one and half month.

We are confident you will be able to make a significant contribution to the success of company.

Welcome to our team

Sincerely,  
Chandrika(HR)



For **BITS PANINDIA**

Documents required:

Kindly send the below mentioned documents for documentation.

- Identity & Address Proof: Aadhar & PAN Card copy.
- Highest Education Certificate.
- 1 Passport Size photograph.
- Signed copy of this letter to confirm your acceptance to this offer.

I, Sakshi, accept the above offer and will begin the internship position on:-

Date:

Signature: