

Date: 27 December 2017

**Ms. Cheeddepudi Sai Prasanna**

**Mission R&D College,**

**Subject: Internship Offer Letter**

Dear Prasanna,

We would like to congratulate you on being selected for internship with **OpsRamp India Pvt Ltd** based at **Bhimavaram**. You are requested to join us at the earliest but not later than (2 January 2018) at 11 AM.

Your internship Period is for 3 months with the company as a full time. Kindly carry your own laptops during your Internship Program.

You will be paid 10,000/- (Ten Thousand Rupees Only) per month without accommodation. As a intern you will not receive any of the employee benefits that regular company employee receive.

During your internship you may have to access confidential business information belonging to the company. By accepting this offer of Internship, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purpose or from disclosing it to anyone outside the office. In addition, you agree that, upon conclusion of your Internship. You will immediately return to the company all of its documents .By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees.

I hope that your association with the company will be successful and rewarding. Please indicate your acceptance of this offer by signing below and returning it to Hr Department.

Congratulations and we look forward to working with you.

Yours sincerely,  
Sharmila. Ravipaty  
Manager – (Human Resource)