



Date: 20<sup>th</sup> January, 2025

## Internship Letter

Dear Sakshi,

We are pleased to offer you an internship at **Barcadly services** for the position of **Video Editor Intern**. Your internship will commence on **20<sup>th</sup> January 2025** and will end as per the below given period, unless extended or terminated earlier in accordance with company policy.

### Terms and Conditions:

- Position: You will be designated as **Video Editor Intern**, and you will report to Graphics Department.
- Working Hours: Your working hours will be from 9.30AM to 6.30PM, for the tenure of 6 Months. You are expected to adhere to these timings unless otherwise notified.
- Confidentiality: During the course of your internship, you may have access to confidential information. You are required to maintain the confidentiality of all such information and not disclose it to any third party.
- Learning Objectives: The internship aims to provide you with practical experience in Video Field. You are expected to complete the assignments given to you diligently and seek guidance whenever needed.
- Termination: The internship can be terminated by either party by providing a notice period of 15 Days. In case of any breach of company policies, the company reserves the right to terminate your internship immediately and can take Legal action. (if required) specially in case of data breach.
- Completion Certificate: Upon successful completion of the internship, you will be provided with an Internship Completion Certificate.

We look forward to your valuable contributions during this internship period. Wishing you a rewarding and successful experience during your internship journey.



**Rahul Rajput**

HR Head

Signature