



**MARKSMEN**

Digi Technologies

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# MARKSMEN DIGI TECHNOLOGIES PVT LTD

From

Human Resource Department  
Marksmen Digi Technologies PVT LTD  
Bangalore, Karnataka

To

Dimple Sharma

Sub: Regarding your internship in our company's Data Entry department.

Dear Dimple,

We would like to confirm that your application for internship for the position of Data Transcriber in our Data Entry department has been accepted. Here are the terms of internship while working in the company:

1. Duration of your internship will be from June 1<sup>st</sup>, 2020 to August 30<sup>th</sup>, 2020.
2. You will be designated as "trainee" and will be entitled for a stipend of Rs 8000 p.m. as per company's policy.
3. You will not be entitled for any other benefits from the company during this tenure.
4. From time to time, your performance will be evaluated and based on this, your incentives will be decided.
5. During internship you are expected to abide Code of Conduct prescribed by the company for all the employees.

You are requested to submit acceptance to the terms mentioned above as confirmation of your internship.

Please feel free to contact us in case of further details. Wishing you good luck for your future endeavours.

Sincerely,

HR Team  
Marksmen Digi Technologies PVT LTD