

Date:- 8/2/2020.

To,
Mr. Parag Kelkar.

LETTER OF INTERNSHIP.

Dear

Congratulations!!

We are pleased to offer you an Employment with **M/s Apex Actsoft Technologies Pvt Ltd** based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

1. You will be designated as an **Intern - Sales** will be based at our Thane office.
2. Your date of commencement of Employment will be on or before
3. You will be entitled to receive a stipend of Rs 18000/- per month CTC.
4. Your internship should be on subject to the General terms & conditions, which will be issued to you within a week from your joining.
5. You will be on Internship for next three months, we can offer you full time onroll job based on your performance.
6. Please bring along the below listed documents / details (xerox Copies) on your day of joining.
 - a) Date of Birth proof certificate (Copy of passport / birth certificate / S.S.C) (Two Copies)
 - b) Academic Certificates (all from 10th to Highest)
 - c) Resignation Letter with acknowledgement (if applicable)
 - d) Relieving letter from previous employer (If applicable)
 - e) Pan Card copy (two copies)
 - f) Aadhar Card copy (1 copy)
 - g) Proof of compensation last drawn (If applicable)
 - h) Six passport size photographs (White background)
7. Kindly sign a copy of this letter as a token of your acceptance of this offer.

Looking forward to a long and mutually beneficial career with us

Yours truly,
For Apex Actsoft Technologies Pvt Ltd

Authorised Signatory

Apex Actsoft Technologies Pvt. Ltd.

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Opp Megamart, Dapodi, Pune - 411012
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Vibrant Years of Experience



12500+

Satisfied Clients



175+

Young and Competent Team



1450+

Successfully Deployed Projects



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Modern Offices in Maharashtra