

O/c

Date:- 05-08-2023

Ms.Amiera Kapoor,
D/O. Mr. Aman Kapoor,
H.No. 417/6, Sohi Street, Govt. College Road, Civil Lines, Ludhiana

Subject: Appointment Letter for Internship at Versatile Enterprise Pvt.Ltd.

Dear Ms.Amiera,

We are pleased to extend an offer of internship to you at Versatile Enterprise Pvt.Ltd. Your role as a CSR Intern will be an integral part of our team, focusing on the important initiative of creating awareness about reusable pads during menstruation and menstrual hygiene. We believe your dedication and enthusiasm will contribute significantly to this cause.

Job Details:

- Intern Name: Ms. Amiera Kapoor
- Job Profile: CSR Intern
- Internship Start Date: August 5, 2023

Job Responsibilities:

- 1) Creating awareness regarding Reusable pads during Menstruation and menstrual Hygiene.
- 2) Assisting in organizing workshops on women health in educational institutions and communities.
- 3) You will provide the impact assessment report of the workshop.
- 4) Research project on reusable sanitary pads and menstrual hygiene.

Duration: Your internship will be for a period of 3 months starting from August 5, 2023. We believe this duration will provide you with valuable experience and insight into the field of corporate social responsibility.

Working Hours: Your working hours will be 9 am to 6pm. There will be one weekly Off on Sunday.

Supervisor: You will report directly to Mrs. Geetanjali Seth Bakshi, who will provide guidance, support, and evaluation throughout your internship.

Compensation and Benefits: This internship is an unpaid opportunity designed to provide valuable learning experience and exposure in the field of CSR. You will gain hands-on experience and knowledge that will contribute to your personal and professional growth.

Dress Code: Please adhere to our company's dress code policy during your internship.

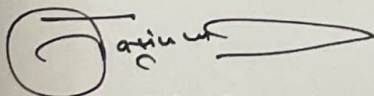
Confidentiality: During your tenure as an intern, you may come across sensitive company information. We expect you to maintain strict confidentiality regarding all such information.

We are excited to welcome you aboard and look forward to a mutually beneficial partnership. Your passion for making a positive impact aligns perfectly with our values. Please sign and return a copy of this letter as an acceptance of the internship offer.

Should you have any questions or require further information, please feel free to contact **Mrs. Geetanjali Seth Bakshi** at csr@versatilegroup.in or Mob **No.09592084000**.

Once again, congratulations on your appointment, and we look forward to working closely with you.

Warm regards,



Jatinder Sehgal

Factory Manager

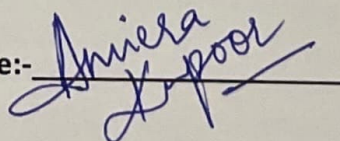
Versatile Enterprise Pvt.Ltd

C-124, Phase-V, Focal Point, Ludhiana.

I hereby accept the internship offer and the terms outlined in this letter.

Name :- Amiera Kapoor

Signature:-



Date:- 5 Aug'23