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December 9, 2020

Ravuri Sai Usha

G. Narayanamma Institute of Technology and Science
India

Dear Sai Usha,

Internship Offer Letter

It is my pleasure to offer you the position of **Software Development Intern** with ServiceNow Software Development India Private Limited (the "**Company**"), on the conditions set out below.

You will be based at Parcel 3, Knowledge City, 7th Floor & 8th Floor, Plot #2, Phase - 1, Survey # 83/1, Raidurg Village, Serilingampally Mandal, Rangareddy Dist, Hyderabad – 500081 Telangana, India. Your manager and place of work may change from time to time depending on the needs of the organization and its ability to adapt to market conditions.

This letter summarizes some of the headline points; but the full details of your engagement are documented in the separate contract (the "**Letter of Engagement- Internship**") which is enclosed for your information. Your start date has been tentatively scheduled for **January 4, 2021** and your contract shall be for a period of **21 Weeks** ending on **May 28, 2021**. This internship offer letter should be read in conjunction with the Internship Contract.

Your stipend will be **INR 45,000** paid in monthly instalments into your bank in arrears on the last working day of each month or on such other date within such month as may otherwise be notified by the Company. The Company shall make such deductions from your stipend as shall be required by law.

You will be in your training period till the complete duration of your internship which in this case is **21 Weeks** from the date of your joining.

You will not be eligible for the company benefits over and above the stipend as long as you are an intern with the company.

You will be eligible for-

- Provision of a company laptop.
- In addition, you will be entitled to gazetted public holidays as per Andhra Pradesh Shops & establishment Act 1988. You will not be eligible for any leave benefits during the internship period.

This offer is conditional on the following:

- A copy of your picture page in your passport and the page with the permanent address;
- A copy of the Permanent Account Number (PAN) Card, issued by the Income Tax Authorities in India;
- A copy of all the testimonials and certificates;
- You are signing and returning to us, a copy of this internship offer letter together with the Internship Contract before you begin your engagement with the Company.
- The Company receiving two references from former employers/university (one of which

DocuSigned by:

SaiUsha

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ServiceNow Software Development India Private Limited • Parcel 3, Knowledge City,
7th Floor & 8th Floor, Plot #2, Phase - 1, Survey # 83/1, Raidurg Village