

25-01-2023,
Hyderabad.

To,
The Head of Department (HOD)
EEE Department
GNITS

Subject :- Requesting for Attendance

Respected Sir,

I am P.S. Sahasra Vaiishnavi of IV-year EEE-B,
With Hall-ticket NO:- 19251A02A3. I got placed in
Unistring Tech Solutions Pvt Ltd. My internship will be
commencing from 30-01-2023 for a period of 90 days
at the company. (Work from office).

Kindly, grant me the attendance for the above
duration.

Thank-you

Permitted for 3-months
Internship
from 30-1-23 onwards

Yours faithfully
P.S. Sahasra Vaiishnavi
P.S. Sahasra Vaiishnavi

M
25/1/23

KP
25/1/23

Offer letter

To,
 P.S. Sahasra Vaiishnavi
 4th Year. EEE
 G. Narayanamma Institute of Technology and Science, Hyderabad.

We are delighted to offer Research Internship and Full Time Job as given below.

Research Internship		
1	Number of days	90 working days
2	Nature of work	Development of schematics and related trainings, assignments and real time project involvement.
3	Internship completion requirement	Need to score 80% in the assignments.
Full Time Job Details		
1	Total CTC	4.5 LPA (pay slip attached)
2	Bond period	2 years of service
3	Bond value	5 months of CTC
4	Probation period	6 months
Other Benefits		
1	Health Insurance (individual)	Up to 3 Lakhs
2	(a) Tea and beverages (b) Snacks & Food for selected days/projects	Free
3	Over time allowances	Yes. (As per company rules)
4	Travelling allowances for client visits	Yes (As per company rules)
Important Dates		
1	Last date for completion of documentation (Bond submission and collection of appointment letter)	<u>30th Jan 2023</u>
2	Last time Joining date	<u>1st Feb 2023</u>
Company Standard Details		
1	Working days	5 days per week Monday to Friday (9:00 AM to 6:30 PM)
2	Reporting office address	D. No: 2-91/77/2/ST/11, Signature Towers (11 th Floor), Opp. Botanical Garden Rd, Venkat Enclave, Whitefields, Kondapur, Hyderabad, Telangana, INDIA-500084

Registered office :
 Plot No.2 & 3, Sy. No. 6, Rank One Ektha Towers
 2nd Floor, Kondapur, Hyderabad,
 Telangana, INDIA -500084.

Development Center:
 D.No: 2-91/77/2/ST/11, Signature Towers (11th Floor)
 Opp. Botanical Garden Rd, Venkat Enclave, Whitefields
 Kondapur, Hyderabad, Telangana, INDIA-500084