

## INTERNSHIP OFFER LETTER

**Mr. Sayyed Sameer Basir**

**KL UNIVERSITY HYDERABAD**

**19/05/2023**

Re: Internship Offer at English Language Association of India

We are pleased to offer you an internship opportunity at **English Language Teachers Association of India (ELT@I)**. Your internship shall commence from this month end and shall continue up to 2 months

During the period of your internship, you will get a stipend of **Rs. 5,000/-** per month. You will be under the direct payroll of the association after Two-day training on the following week Wednesday or Thursday. You will not be receiving any of the employee benefits including health insurance, vacation, or sick-pay.

Any information regarding information will be contacted only through emails, hence the interns are asked to check the mails frequently.

You are required to submit the following documents at the time of joining by using the Google form link in the email:

- PAN Card and Bank Details
- Aadhar Card
- Institutional ID Card

**The English Language Teachers' Association of India**  
(ELT@I)



## Guidelines and Policy of ELTAI Internship

It is understood that your internship is voluntary and treated as 'at-will'. Further, please note that your internship will be subject to the correctness of all the information and necessary documents furnished by you. In the event, it is found that any such material information furnished by you, whether verbally or in writing, at any time, is incorrect, misrepresented or fabricated, the Association shall have the right to terminate your internship without any notice or compensation.

During your internship, you may have access to confidential works and emails information belonging to the association. All of this information shall be kept strictly confidential and you shall not use it for your own purposes or shall not disclose it to anyone outside the association. Upon conclusion of the internship, you shall immediately return documents or materials provided to you during the term of your internship.

During the term of your internship, you may create work Daily reports, summaries about your work to the association and all such work that is reduced to fixed form or is otherwise capable of any intellectual property protection will be the absolute property of the association. You agree not to make claims over the same and to further do all acts, deeds or things as the association may desire to enable the association to have such rights over the works and or the work products.

If the above terms and conditions are acceptable to you, please sign and submit the copy of this letter as a token of your acceptance in the google form and arrange to report for work by checking you email frequently, failing which this offer shall automatically stand cancelled without any further information to you.

For any questions or clarifications regarding this offer, please contact **info@eltai.in**

We wish you a bright and successful future, and look forward to a mutually fruitful working with association.

**Sincerely**

**Dr. Elango,  
National Secretary,  
ELTAI**

**The English Language Teachers' Association of India  
(ELT@I)**



## **ACKNOWLEDGED, AGREED AND ACCEPTED**

I have read and understood the contents of this letter. The contents of this letter and the acceptance of the offer made by English Language Teachers Association of India on the terms and conditions set out herein have been agreed and accepted by me and I am signing this letter as a token of acceptance for the foregoing.

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**Name and Signature of the Intern**