

05/06/2024

Hyderabad



Dear Candidate,

Congratulations! on being selected to work as an intern with Firstcourse. We are thrilled to have a talent like you in our midst. Together, we can make a great team and strive to achieve greater things.

Your:

Job role	Finance Internship
Date of Joining	06/06/2024
Reporting Manager	Manish Pasupuleti
Compensation	8,500/- per month
Term of Internship	2 months
Timings	10:00am – 7:00pm
Mode of work	Work from Home

During the term, you have to follow prominent policies of the organization.

- The first two Saturdays of the month are working.
- Saturday and Sunday fixed week offs for the rest of the month.
- Other terms and policies will be discussed during onboarding
- The first 2 days from the internship joining date will be working from the office for training (Hybrid model)
- The rest of the days in the week except the first two Saturdays of the month and Fridays the rest of the month are work-from-home
- Every Thursday the interns will have to come to the office(If you are working Hybrid model). It is mandatory and no leave will be provided to the interns on Fridays except for medical emergencies.
- Interns may have to visit the office if the mentor asks them to any day in the month for work purpose
- Every intern will be sent with a fixed schedule for work from home and work from the office. Mentors should schedule the tasks accordingly
- During work from home, interns should be available by email, WhatsApp, and phone during working hours.
- During working hours interns will have two video calls per day with the mentor and the camera should be on during the calls

- The intern should send a work update email by EOD to the mentor
- If the intern is unavailable for more than 2 hours in a day, it would be considered as an unanticipated leave and the internship would be extended for certain days of unavailability
- Every month intern will be provided with 1 leave, if an intern tends to take more than 1 leave the internship will be extended for respective days of leave

We are excited to have you join us! If you have any questions please feel free to reach out to HR or your reporting manager.

Please confirm your acceptance by signing and returning this offer letter by 9:00 pm 05/06/2024

Best Regards

Candidate signature

Naveena Rao – HR manager