



**VIJETHA HOSPITAL**  
Super Speciality Hospital

## INTERNSHIP CALL LETTER

Dear Geeri Nagamani

This is in reference to your application and discussions you had with us.

Congratulations, we are pleased to appoint you as an intern at our organisation Vijetha hospital with effect from 03.10.2017 on the following terms and conditions:

- Period of internship : 90 days
- Stipend of Rs 5000 will be offered per month provided organization's requirement fulfilled.
- The period of internship can be extended up to 5 months depending on your performance and willingness.
- There would be a probation period of 1 month within which if your performance is not up to the mark, the organization has the right to terminate your internship offer.
- You shall abide by the instructions given to you before the work commences
- You shall report the daily feedback to the concerned person(HR) or any other person as nominated by the company
- You will also be rewarded with incentives if the said requirements are fulfilled which is optional and additional.
- You will be initially trained for the first three days regarding the description of your role by our HR team and thereafter shall attend brain-storming / follow – up sessions every weekend
- You will not be permitted any kind of leave and shall not miss any training sessions that will be provided to you during this period.
- You shall be awarded with the internship certificates at the end of internship program , apart from the above mentioned an intern will also be awarded with excellence certificate for extraordinary performance
- Project report should be submitted within 7 days from the last day of internship period to avail internship certificates
- Your job description will be provided to you in detail on the day of joining.

Kindly acknowledge the offer letter on or before 24.09.2017 regarding the confirmation of the above.

Sincerely

Accepted & Agreed

Intern Name : *GEERI NAGAMANI*

Signature : *G. Nagamani*

Date : *21-09-2017*

## INTERNSHIP CALL LETTER

Dear Sirisapilli Neelima Rani,

This is in reference to your application and discussions you had with us.

Congratulations, we are pleased to appoint you as an intern at our organisation Vijetha hospital with effect from 03.10.2017 on the following terms and conditions:

- Period of internship : 90 days
- Stipend of Rs 5000 will be offered per month provided organization's requirement fulfilled.
- The period of internship can be extended up to 5 months depending on your performance and willingness.
- There would be a probation period of 1 month within which if your performance is not up to the mark, the organization has the right to terminate your internship offer.
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- You will also be rewarded with incentives if the said requirements are fulfilled which is optional and additional.
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- Project report should be submitted within 7 days from the last day of internship period to avail internship certificates
- Your job description will be provided to you in detail on the day of joining.

Kindly acknowledge the offer letter on or before 24.09.2017 regarding the confirmation of the above.

Sincerely

Accepted & Agreed

Intern Name : SIRISAPILLI NEELIMA RANI

Signature : S. Neelima Rani

Date : 21-09-2017