

Emjay Engineering Company

70, 1st Cross, 2nd 'A' Main,
Domlur Layout, Bangalore - 560 071.
Phone : 080-25353067 Telefax : 25353067 / 41495001
Email : jayemengineering@gmail.com

Date: 02 Jan 2020

INTERNSHIP OFFER LETTER

Bukke Reddy Naik
International school of management excellence

Dear Bukke Reddy Naik,

We are very pleased to offer you the position of Intern in our organization.
Please find the following confirmation of the specifics of your internship;

Position : Intern
Duration : 2nd Jan 2020 to 31st Jan 2020
Stipend : No stipend will be provided

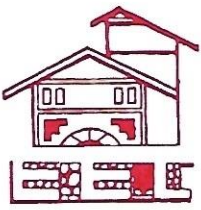
Your responsibility as Intern is to do Finish and submit smart tasks on time. Cooperate with the mentor and staff.

The **Certificate of Completion** and will be given after successful completion of this internship. Should you have any queries related to the specifics of this internship, please clarify with me and please send us an email accepting this offer.

Sign and Seal

Name: P. J. JACOB
Designation: CEO





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Certificate of Internship

This is to certify that Bukke Reddy Naik (Roll No: 1716C26004), a BBA 2017-20 Batch student of International School of Management Excellence, Bengaluru has successfully completed Summer Internship Program in our company, during the period from 2nd Jan 2020 to 31st Jan 2020.

Internship Evaluation Form

1	2	3	4	5	6
Needs more training or education	Performing below expectations	Acceptable performance	Above average performance	Superior performance	Not observed

Sl. No.	Criteria	1	2	3	4	5	6
1.	General Workplace Performance:				4		
1.1	Attendance					5	
1.2	Attitude					5	
1.3	Asks appropriate Questions				4		
1.4	Meets deadlines					5	

Sincerely,

Sign and Seal:

Name: P. J. Jacob

Designation CEO

