

02 Jan 2020

**Kanchi Mahesh Reddy**

**International School of Management Excellence**

**Subject:** Offer letter for the Summer Internship

Dear Sir/Ma'am,

On behalf of **Prem Plumbings Pvt. Ltd.**, I am excited to extend an Internship offer for a Summer Internship.

This position is scheduled from 2<sup>nd</sup> Jan 2020 to 31<sup>st</sup> Jan 2020.



Manoj Kumar Bal

Sign and Seal

Name: Mr Manoj Kumar Bal

Designation : Managing Director

### Certificate of Internship

This is to certify that **Kanchi Mahesh Reddy (Roll No: 1716C26006)**, 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 2<sup>nd</sup> Jan 2020 to 31<sup>st</sup> 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:					5	
1.1	Attendance				4		
1.2	Attitude					5	
1.3	Asks appropriate Questions				4		
1.4	Meets deadlines					5	

Sincerely,



Sign and Seal:

Name: Mr Manoj Kumar Bal

Designation : Managing Director