



ISO 9001 : 2015  
ISO/IEC 27001 : 2013

Date : 01.04.2022

Dear Apoorv Gupta,

Congratulations!

Cito Infotech (P) Ltd., is pleased to offer you the position of Intern. We intend for the date of your internship to begin on April 01, 2022, and for it to conclude on April 30, 2022.

Your work location will be Bangalore, India.

Cito Infotech (P) Ltd., requires applicants to consent to and pass a background investigation that will include a verification of your educational history. This offer is contingent on satisfactory completion of the background investigation. In addition, if you do not start internship on an agreed-upon start date, this offer may be rescinded by Cito Infotech (P) Ltd.,

Cito Infotech (P) Ltd., require to review or obtain few documentations of all and you must bring documents with you on your first day in order to complete the Internship process. You will receive a separate mail with a list of acceptable documents.

Cito Infotech (P) Ltd., is an exciting place to work and will give you an opportunity to excel in your chosen field. Our success has been largely due to the creative drive, perseverance and dedication of our employees. They have helped us build a successful business. Your contributions are valued at Cito Infotech (P) Ltd.,

Sincerely,

Sign and Seal

Name:

Designation:



CIN No. U72200KA2008PTC048235

### Certificate of Internship

This is to certify that **Apoorv Gupta (Roll No: 1916C26006)**, a BBA 2019-22 Batch student of **International School of Management Excellence**, Bengaluru has successfully completed Summer Internship Program in our company, during the period from 1<sup>st</sup> April 2022 to 30<sup>th</sup> April 2022.

### 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					5	
1.2	Attitude					5	
1.3	Asks appropriate Questions					5	
1.4	Meets deadlines					5	

Sincerely,

Sign and Seal:

Name:

Designation



M. Shibu Thomas  
Director