

April 01,2022

Dear **Arjit Chatterjee**,

Congratulations! We are pleased to announce that you have been hired as an Intern at Avid Technologies. Following this offer, you will receive a confirmation on the date of training and induction and other relevant details.

Subsequently, we will be providing insights about the internship and introduce you to your reporting manager.

Job Title: Internship

Internship Period: 30 days

Location: Remote

Best Regards,



Sign and Seal

Name:

A.Umashankar

Designation: Director

### Certificate of Internship

This is to certify that **Arjit Chatterjee (Roll No: 1916C26008)**, 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 1st April 2022 to 30<sup>th</sup> April 2022.

### Internship Evaluation Form

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
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				4		
1.2	Attitude				4		
1.3	Asks appropriate Questions				4		
1.4	Meets deadlines				4		

Sincerely,



Sign and Seal:

Name: A. Umashankar

Designation: Director