



## INTERNSHIP OFFER LETTER

**B Rinku**  
**International School of Management Excellence**

*Dear **B Rinku** (Roll No: 2016C41001),*

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:** 3rd April 2023 to 30th April 2023

**Stipend:** No stipend will be provided

Your responsibility as Intern is to Finish and submit daily tasks on time. Co-operate with the mentor and staff.

The **Certificate of Completion** 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: T K Seema  
Designation: Sr. HR Manager



## Certificate of Internship

This is to certify that **B Rinku**, a **B. Com 2020-23** Batch student of **International School of Management Excellence**, Bengaluru has successfully completed Summer Internship Program in our company, during the period from **3rd April 2023** to **30th April 2023**.

### 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			3			
1.2	Attitude				4		
1.3	Asks appropriate Questions					5	
1.4	Meets deadlines					5	

Sincerely,

  
 Sign and Seal  


Name: T K Seema

Designation: Sr. HR Manager

