

Office: Office No. 07,1st floor –A wing,Chaitanya Mega Market, ShriRam Chowk, Baramati Road Indapur-413106.Dist- Pune Maharashtra- India

Email:info@matrixhubtech.com
Mobile: - +91 9595664413

To,

Miss. Supriya H Raut,

Indapur.

Subject: Interns Offer Letter

1. With reference to your interview and discussion at **MatrixHub Technology**, we are pleased to offer to Internship as a “**Software Trainee**” in our company.
2. You are requested to join us with effect from **5th April 2021 at MatrixHub Technology Office- Ofc. No.07 First Floor-A wing, Chaitanya Mega Market, Shriram Chowk,Baramati Road,Indapur – 413106 Dist. – Pune.**
3. **MatrixHub Technology** holds the right to cancel this offer at any time on the grounds of incorrect information or inappropriate feedback.
4. We have pleasure in welcoming you to our organization and we sincerely hope that your association with our organization will be mutually satisfactory.
5. The Offer is existence, subject to the acceptance of the same within 03 working days.
6. Notice Period will be thirty days.
7. Please return the duplicate copy of this letter duly signed confirming your acceptance.



MatrixHubTechnology
The Ultimate Techno Hub

MatrixHub Technology

You Need to submit below mentioned documents at the Joining:-

- 1} Educational Certificates (10th, 12th, Graduation, Post-Graduation)
- 2} Photo ID proof.
- 3} Address Proof.
- 4} PAN card
- 5} 2 Passport size Photos.

With Best wishes,

We look forward to the opportunity to have you join our team and look forward to your response.

Yours sincerely,
for MatrixHub Technology

Mr.Machidra Kirkat (Head IT Operations)

MatrixHub Technology

Acceptance

I accept the terms of employment set forth in this letter:

Name: _____ *The Ultimate Techno Hub*

Date: _____