



Internship Offer

Dear Yajanth Rami Reddy,

As discussed, we are pleased to offer you an Intern Associate at **Sage Presage Consulting**. In this position, you will work directly with our team and managers as well. This position will be in effect for a period of approximately 65 business days - w.e.f. **May 11, 2022**. During the internship period, you are expected to work as per the directions given. The assigned role may extend as per requirement and your performance.

Your duties will include and not be limited to as below:

1. The candidate will be required for 20 hours a week. The weekly work hours may vary based on the requirements.
2. Creating professional social media posts, especially for Linked in.
3. Creating a database for Sage Presage.
4. Doing extensive research and self-learning on Microsoft Office tools Excel, Word and Power point, Canva, and other video editing tools.
5. Work with the other departments of the organization.
6. Ensure adherence to quality standards and procedures
7. May be required for special projects

At the successful completion of the task according to the parameters, you will receive

- Certificate of completion.
- Perks as per company policy.
- Performance-based incentives.

You may be required to go through the background verification process as per the company policies. On joining the company you will be required to sign a confidentiality agreement.

We look forward to having you join SagePresage and are confident that it will provide you with a rewarding opportunity to initiate your professional journey. Please confirm your acceptance by signing and returning the enclosed copy of this letter ASAP.

Best Regards,

SagePresage Consulting

Please submit the following documents and information:

1. Highest education document (latest mark sheet) and Student ID
2. Identity proof (copy of Adhaar/Passport/ Voter ID)
3. Current Address
4. Emergency contact person
5. Emergency contact Number

Please submit the documents within 7 days of joining.

Acceptance

Your privacy and the privacy of others are important to us. By providing us with personal data, including your CV or details about your referees, or others, you agree to our collection, use, and disclosure of such data for the purposes of considering you for an internship with SagePresage.

I have read and understood this and I accept the terms contained in it. I understand that the terms and conditions of this letter are a part of my internship offer.

Signed: **Date:**.....