Northwind Solutions Pvt. Ltd.

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hr@northwind.example | +91 80 4000 1234

Ref: NWS/HR/2026/118 Date: 13 April 2026

Ananya Das

Subject: Internship offer: Marketing Intern

Dear Ananya Das,

We are pleased to offer you an internship as Marketing Intern in our Marketing team from 4 May 2026 to 3 July 2026, at our Bengaluru office. You will work under the guidance of the Marketing Lead.

During the internship you will receive a monthly stipend of Rs. 10,000 per month. This internship is for learning and training purposes and does not by itself create an offer of permanent employment.

You will be expected to follow company policies, keep all company information confidential, and maintain regular attendance. A certificate will be issued on successful completion.

Please confirm your acceptance by replying to this letter by 20 April 2026. We look forward to having you with us.

Yours sincerely,
For Northwind Solutions Pvt. Ltd.

Anita Desai
HR Manager
(Signature and company seal)