

From

Shaik Reshma,

19255A0207

EEE-B-4/4

TO

The Head of the Department  
Electrical and Electronics Engineering  
GNITS

SUB: Request for attendance during Internship

Respected Sir,

I am student of 4<sup>th</sup> year, EEE-B, GNITS (19255A0207)  
have been placed in cognizant company and offered with  
an internship from Feb 27<sup>th</sup> to July 28-2022. So, kindly  
I request you to grant me attendance during my  
internship period.

Thanking you,

Yours sincerely,

Shaik Reshma.

Date: 26-02-2022

Place: Hyderabad.

To  
Mr K. Jayaramulu  
Principal for Internship  
Attendance can be given  
N.M. M. Reddy  
26/2/22

~~HR~~  
26/2/2022.



15-Jan-2022

Reshma Shaik  
B.Tech Electrical & Electronics Engineering  
G Narayanamma Institute of Technology and Science For Women, Hyderabad

Dear Reshma Shaik,

Further to our Letter of Intent / Offer for the position of Programmer Analyst Trainee / Programmer Analyst aligned to the hiring category and in response to your subsequent confirmation for Internship Program with us, we are pleased to offer you an Internship with us for a **period of 3 to 6 months**. Your Internship onboarding will be scheduled anytime between now, through end of March 2022 based on your availability factoring your college exam schedule and our business requirements.

During this period, you will be provided with a stipend of INR 12,000 per month equated to the planned duration of the Internship curriculum and will be paid only subject to successful completion of milestones as defined in the curriculum prior to the monthly stipend processing window for a given month based on your performance and attendance.

Actual commencement of Internship dates and duration would be shortly communicated to you and the Internship would be based on the business demand aligned to your skill tracks.

Though Cognizant Internship being a pre-requisite skill and capability development program, it does not guarantee employment. However, the successful completion of internship will form a critical part of your employment with Cognizant if an opportunity arises in future.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be series of webinars, quizzes, SME interactions, mentor connects, code challenges, assessments etc. to accelerate your learning. The outcome during Internship would be monitored through formal evaluations.

Prior to joining on the rolls of Cognizant, you must have successfully completed the prescribed Internship program. In the event of unsatisfactory Internship, Cognizant reserves rights at its sole discretion to revoke employment offer.

Please also note that:

payment and tenure spent will not guarantee your monthly stipend payment.

At the time of your reporting for the internship, you will be required to sign a Non - Disclosure Agreement with the company. During the course of your Internship and after completion of the same, you are required to maintain strictest confidentiality with respect to company proprietary or products that you access or come into contact with, during your project as an Intern, at all times as per our Policy. Use of company proprietary information or products shall not be made without prior permission from the concerned authority. Any breach of information security will be dealt as per Company Policy.

You will also be required to submit the following documents at the time of reporting;

- Photocopy of your Passport & Visa
- Photocopy of your Certificates / Mark Sheets in support of your Educational Qualification(s)
- 2 Passport-size photographs
- Pan Card
- Aadhar Card
- Personal individual bank account from a nationalized bank for processing stipend

Please do not hesitate to call us for any information you may need.

We wish you good luck.

Yours sincerely,  
For **Cognizant Technology Solutions India Pvt. Ltd.**,



Maya Sreekumar  
**Vice President - Human Resource**

I accept the terms and conditions of the internship program as mentioned above.

Signature: Reshma Shaik

Date: 26-02-2022