

26/03/2025

INTERNSHIP CONFIRMATION LETTER

Dear **Harshit Shrivastava**,

Welcome to Rinex Technologies Private Limited. The purpose of this letter is to confirm your appointment to the position of **Inside Sales Strategist** Intern at Rinex. The effective date of your hire by **14/04/2025**.

The fixed pay for the internship period

MONTHS	PAY	Variable
1st month (40 days)	10,000/-	10,000/-
2nd month (30 days)	15,000/-	10,000/-
3rd month (30 days)	15,000/-	10,000/-
4th month (30 days)	15,000/-	10,000/-

Here are the terms of the Internship while working with Rinex:

- Completion 2 months of internship period to be eligible for the Internship Certificate.
- The full time offer will be determined based on the intern's performance throughout the Internship & Probation Period.
- Interns will not be entitled to any other benefits from the company during this tenure.
- After joining, the first 7 days of training are unpaid.
- **NOTE:** A monthly stipend structure requires a mandatory 30-days as working days.
- During the internship, you are required to abide by the Rinex Code of Conduct and Rinex Internship Policy prescribed by the Company to all Interns.

Internship Period, Sales Targets, and Full-Time Employment Offer

This part of the document outlines the terms of your Internship period, including sales targets, conditions for full- time employment, and the associated compensation package. Kindly review these terms carefully.

1. Internship Period and Commitment

1.1 Mandatory Duration

You are required to complete your internship period starting from your Joining Date. During this period, you will be evaluated based on your performance, particularly in achieving targets.

1.2 Resignation Restriction

During this internship period, resignation from your role is not permitted. This restriction is in place to ensure that both you and the company have sufficient time for evaluation and adjustment.

Exceptions may be granted only under extraordinary circumstances, subject to approval from senior management.

2. Monthly Sales Targets for Internship

To ensure your successful transition to full-time employment, you are required to meet the **monthly sales targets** during the Internship period:

An intern is expected to make 15 Sales per month via Direct payment or EMI partner.

NOTE: In case of any other products or service updates, Rinex adheres to its standard revenue model (1)* of ₹9,000

2.1 TARGETS TO BE REACHED FOR EARNING VARIABLE PAY

The targets outlined above represent the minimum performance expectations required to earn the standard base pay. In addition to the standard pay, interns are eligible for variable pay by achieving 5 Sale additionally excluding their base target.

Failure to meet the sales target for variable pay within the stipulated period will result in the variable pay being forfeited for that period.

2.2 Performance Evaluation

Your performance will be closely monitored. Meeting sales targets is crucial for continuing your internship and confirmation as a full-time employee. Weekly performance reviews will be conducted, and inconsistent task completion may lead to a review of your working days.

2.3 Consequences of Not Meeting Targets

Failure to meet the sales requirements may result in reassessment of your role, subject to manager's discretion at any point of time and for any reason.

3. Full-Time Employment and Compensation Package

Upon **successful completion** of the internship period and achievement of the above sales targets, you will be offered Probation & Full-time employment based on the internship performance only. The details of your compensation package are as follows:

3.1 Total Compensation

Upon confirmation as a full-time employee, your annual compensation will be upto **₹10,00,000** (Ten Lakhs), broken down into:

- **₹7,00,000** per annum as **Standard Earnings**
- **₹3,00,000** per annum as **Variable Earnings**

4. Internship/Full-Time Employment Terms

4.1 Terms & Conditions

1. Data Clearance Requirement: Internship Employees are required to ensure that any company data they use— including spreadsheets, physical documents, or work-related accounts (such as WhatsApp)— complies with company clearance policies. If an intern fails to provide adequate documentation or verification for the clearance of such data or resources, the company reserves the right to withhold payments until the issue is resolved.

2. Conduct and Behaviour Standards:

a. Professional Conduct

Internship Employees are expected to maintain a respectful and professional environment.

b. Harassment, Discrimination, and Misconduct

Any form of harassment, discrimination based on race, sex, or other protected characteristics, or behaviour that creates unnecessary chaos within the workplace will result in immediate termination. In such cases, legal action may be taken, and any outstanding payment may be withheld.

3. Compensation Processing & Payment Timeline

a. Processing Time, Verification & Delays

Compensation will be processed within 24-48 Hours post completion of each cycle. (Compensation here includes salary, incentives, other financial reward and non-financial reward). NOTE : Stipend processing may be delayed if there are bank holidays

5. Clause on Notification and Internship Termination

- a. In the event that an intern fails to provide proper official notification to the concerned authorities regarding their leaves, absence or resignation, Such individuals may also be classified as absconded candidates.
- b. For such candidates, the organization reserves the right to take necessary actions. Additionally, Rinex will not consider such candidates eligible for any acknowledgment, pay or benefits associated with their Internship/Probation tenure.

6. Jurisdiction Clause

I agree not to use, disclose, or commercialize any confidential information and understand that any involvement in data theft, fraud, or actions harming the company's reputation may result in taking legal action on me if found in any above cases handled in the region of Bangalore court of Karnataka. Any disputes, legal proceedings, or matters arising out of or in connection with this Agreement, including its validity, interpretation, or enforcement, shall be subject to the exclusive jurisdiction of the courts located in Bangalore, Karnataka, India. No other courts in any other state shall have jurisdiction over such matters.

Employee Acknowledgment:

I hereby confirm that I have read, understood, and agree to the terms of the internship, monthly sales targets, and full-time employment offer.

I accept all terms and conditions for my role without pressure or coercion and acknowledge no verbal promises outside this agreement. I confirm my willingness to join Rinex after thoroughly reviewing all terms and will adhere to the company's decisions.

Signature: -----

TPO Signature: -----

Date: -----