

BUNDL TECHNOLOGIES PRIVATE LIMITED

15-May-23

TO WHOM SO EVER IT MAY CONCERN

This is to acknowledge that **Ayushi Shukla**, student of **Madhav Institute of Technology and Science Gwalior** has interned in our organization, Swiggy (Bundl Technologies Pvt Ltd), from 02-Feb-23 to 02-May-23. Her work was on a project "**Sales Internship**".

During her tenure, we found her to be an enthusiastic contributor and a keen learner. She was a part of our **Sales** team.

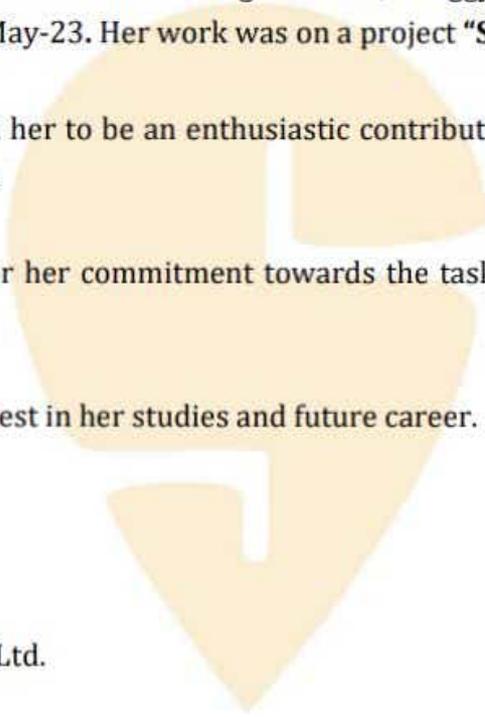
We deeply appreciate her for her commitment towards the tasks assigned to her and the quality of work.

We wish Ayushi Shukla the best in her studies and future career.

Yours Sincerely,
For Bundl Technologies Pvt. Ltd.



Girish Menon
VP- Human Resources



SWIGGY
FOOD DELIVERY APP



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Conservation Centre
172-B, Lodi Estate,
New Delhi-110 003
India

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Fax: +011-41504779
www.wwfindia.org

HR/PERS/TRAINEESHIP/2023
01.05.2023

Ms. Ayushi Shukla
Noida, Uttar Pradesh

Dear Ms. Shukla,

This is with reference to your application for "Trainee – Fundraising" with WWF-India. We are happy to offer you a Trainee position with the Retail Fundraising Division, WWF-India, Secretariat, Delhi from 1st May, 2023 to 31st July, 2023, with no right or claim for regular appointment in the organization after the expiry of the above period.

1. You will be paid a stipend of Rs. 18,000/- per month for the above duration of your Traineeship. In addition, official travel within the city or outside for official purposes will be reimbursed on submission of original receipts, subject to approval of the Director-Retail Fundraising.
2. You will not be entitled to any other benefits such as leave, contributory provident fund, gratuity, etc. as admissible to regular employees of WWF-India. However, one-day leave could be availed by you for each completed month of traineeship.
3. Your duties & responsibilities and working hours will be fixed by the Assistant Manager–Telefacing, Retail Fundraising Division, and you will report to him/her for directions during the period of your Traineeship.
4. Your reporting location will be WWF-India, Secretariat.
5. The broad responsibilities as a Trainee related to your work are as under:
 - a. To generate funds for WWF India from the individual donors.
 - b. Responsible for managing and developing long term relationship with the donor and upgrading him up the donor pyramid.
 - c. Responsible for generating WWF India's Revenue through maintaining individual contacts.
 - d. Any other task that may be reasonably requested by the organization.
6. You shall not divulge any of the confidential or propriety affairs of the Organization to any other Organization, person or persons either during or after your assignment with WWF-India, without information / document to an outsider or person not concerned with the matter, failing which strict suitable action, which may include termination of services, will be taken.
7. You are required to sign the relevant declarations pertaining to the WWF-India Fraud & Corruption Prevention Policy, Code of Conduct & Ethics Policy and Child Safeguarding and Protection of Rights policy. You are also required to separately sign the relevant declaration to be kept in HR records. In addition, you are required to go through the attached Policy on Prevention of Sexual Harassment at Workplace.

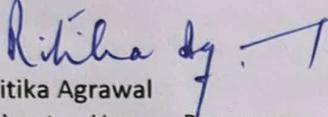
Mr. Arvind Wable, President
Mr. N. Kumar, Vice President & Trustee Treasurer
Mr. Jamshyd N. Godrej, Trustee
Ms. Mridula Ramesh, Trustee
Mr. Anil Kumar V Epur, Trustee
Mr. Srijoy Das, Trustee

8. If required, your assignment could be terminated without any advance notice in lieu of the payment thereof.
9. Notwithstanding any of the foregoing clauses, WWF-India reserves the right to terminate this assignment at any stage, without assigning any reasons whatsoever.

If the above offer of Traineeship, on the terms and conditions stipulated is acceptable to you, please signify your acceptance by signing the duplicate copy of this letter and return the same to us.

The WWF-India Management extends to you a warm welcome to the organization.

Yours faithfully,
For **World Wide Fund for Nature – India**


Ritika Agrawal
Director-Human Resources