

# **ARC DIGITECH**



Pune  
Maharashtra  
Ph No- +91-9168054195  
Email: samrat@arcdigitech.com

**Date: 8/2/21**

**Name:** Aditi Patil

**Address:** Mahesh Society, Bibvewadi, Pune-411037

**Sub:** LETTER OF OFFER FOR INTERNSHIP (Content Writer)

Dear Aditi Patil,

Following our recent discussions, we are delighted to offer you the position of Intern Content Writer at our firm "**Arc Digitech**". Joining our organization gives you an opportunity to become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and satisfaction.

As a member of our firm, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of our Organization. In return, we are committed to providing you with every opportunity to learn, and grow to the highest level of your ability and potential.

We are confident that you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions of your internship.

**Designation:** Intern Content Writer

**Job description:**

The Intern should be able to research a topic thoroughly, come up with different ideas, club them and write full-fledged informative articles catering to client requirements. The Intern should be willing to put in efforts and meeting the client needs and demand simultaneously. The Intern should be capable of operating a computer and accessing the internet in order to research, write and submit the tasks assigned to him/her.

**Starting Date:** 9<sup>th</sup> February 2021

**Duration:**

1 Month and will be extended for 2 more months on basis of performance and interest. Further opportunities are available at the end of 3 months if performance is good.

**Remuneration:** INR 5000 per month

**Working Hours:**

You'll be required to work for a minimum of 5 days a week (Saturday and Sunday off) and write a minimum of 2000 words a day.

You will have to work for 22 days to complete 1 month of internship. You can choose the days you want to work.

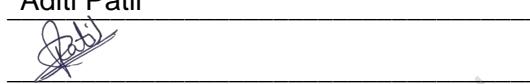
**Reporting Manager:**

You'll be reporting directly to Dr. Purtika Choudhury (*Administrative Director, Arc Digitech*)

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,  
Samrat Biswajit  
Managing Director  
ARC Digitech

With the signature below, I accept this offer for internship.

Intern Name: Aditi Patil  
Intern Signature:   
Date: 8/2/2021  
Place: Pune