



# Green Birds Foundation

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## Letter Of Appointment

April 11, 2024

**Chaitanya Agarwal**  
UPES Dehradun

Dear Chaitanya,

We are writing to inform you that you have been selected for the internship program at Green Birds Foundation. You have been selected for the profile of Community Education Intern and you will be working at the Alwar office of the organisation. During your Internship, you will be reporting to Mr. Manish Saini, Internship Supervisor.

Here are the terms of the engagement:

1. Reporting Date: June 1st, 2024
2. Reporting Time: 10 Am Daily Except Sunday
3. Duration Of Internship: 2 Months ( From June 1st, 2024 to July 31st, 2024)

As you are aware that this will be an unpaid internship but at the end you will be entitled for a completion certificate on successful completion of the internship and submission of the report that you will have to prepare under the guidance of your internship supervisor.

In case, you are found to not following any of the terms and condition then Green Birds Foundation reserves the right to terminate the internship without any prior notice. Failure in adhering to the rules and regulations, breaching of confidentiality and any kind of misconduct can lead to termination.

We look forward to having you on our team. We are happy to have you work with us.

Sincerely,

Himanshu Jaynarayan