

Uday Viroja
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October 9, 2024

Dhruv Ranpariya
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21 Victoria St, Windsor, Connecticut 06095

Job Reference: Network Configuration and Security

Dear Dhruv Ranpariya,

We are pleased to offer you the position of IT Network Configuration and Security Intern at Universal Fire & Security Systems, based in Suffield, Connecticut. Below are the terms and details of your internship:

Start Date & Work Schedule

Your internship is scheduled to begin on 11/1/24. You will work part-time, with a maximum of **20 hours per week** due to your international student status. Working hours and schedules will be coordinated with your supervisor. This part-time internship allows flexibility for your academic obligations, and adjustments to hours may be made based on project needs.

Compensation

You will be compensated at a rate of \$25.00 per hour for the duration of your internship, payable in accordance with the company's regular payroll practices.

Job Responsibilities

As an IT Network Intern, your responsibilities will include:

- Assisting with the setup, configuration, and troubleshooting of network systems.
- Supporting network maintenance for security and surveillance systems.

- Managing phone and data wiring projects.
- Collaborating with the IT team to monitor and enhance network performance.
- Contributing to the security systems infrastructure, ensuring the safety and stability of our networks.

Additional tasks may be assigned to broaden your experience and enhance your skills in IT network management.

Termination Clause & Notice Period

This internship is an at-will engagement, meaning either party may terminate the relationship with or without cause by providing **two weeks' notice**. We request that you inform us of your intent to terminate your internship at least 14 days in advance.

Benefits

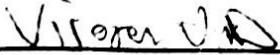
As this is a temporary internship, you will not be eligible for company-sponsored benefits such as health, dental, or vision insurance. However, you are entitled to two paid sick days during the course of your internship. You will also be eligible for company-observed paid holidays that occur during your internship period.

Policies

As an intern, you are expected to adhere to company policies, including those outlined in the Employee Handbook and any other policies introduced during your time with us. These guidelines will be provided upon the commencement of your internship.

We are excited to have you join us and look forward to working with you. Please sign and return this letter by [Return Deadline] to confirm your acceptance of the internship offer.

Best regards,

Uday Viroja 

I, **Dhruv Ranpariya**, accept the terms and conditions outlined in this offer letter for the **IT Network Intern** position at **Universal Fire & Security Systems**.

Date: 10/15/24

Dhruv Ranpariya 