



07.01.23

Re: Offer  
Letter

Dear Lavisha,

On behalf of InkMySite, I am pleased to offer you employment with the company in the position of Content Writer (Virtual), starting on 15.12.2022. In that position, you will report to Deeksha Anand (Editor-In-Chief) and Oinam Srishti Devi (Project Manager).

During your employment, you will be paid a base salary of INR 3,000 per month. Your compensation will be paid in regular installments in accordance with the Company's regular payroll process (on a monthly basis), and subject to applicable tax and other withholdings. As an exempt employee, you will not be eligible for any overtime pay. This position is a work-from-home position.

**Discretionary Bonus:** Good performance will be rewarded with gift vouchers.

**Additional Agreements:** As a condition of your employment, you agree to execute any additional agreements required by the Company at the start of your employment. This includes any agreements that relate to your confidentiality or intellectual property assignment obligations to the Company. You further agree that at all times during your employment (and afterward as applicable), you will be bound by, and will fully comply with, these additional agreements.

**Contingencies:** This offer is contingent upon the successful completion of any background or reference checks requested by the Company. For purposes of federal immigration law, you will be required to provide the Company documentary evidence of your identity and eligibility for employment in India.



Such documentation must be provided to us within three business days following the start of your employment, or our employment relationship with you may be terminated.

**Additional Terms and Conditions of Offer:** Please state in the mail that you are available for a period of six months and accept the conditions. A notice period of seven business days should be served to resign from the current position.

**Entire Agreement:** This employment agreement, along with the Confidentiality Agreement, sets forth the terms and conditions of your employment with the Company, and supersedes any prior representations or agreements concerning your employment with the Company, whether written or oral. You acknowledge and agree that you are not relying on any statements or representations concerning the Company or your employment with the Company except those made in this agreement. No client information will be used by you outside this organization. This employment agreement may not be modified or amended except by a written agreement signed by you and an authorized officer of the Company.

No raw data or content should be used by you for serving outside our company.

## **JOB DUTIES**

Availability of at least 3-4 hours per day.

Following all guidelines of the firm.

Writing approximately 1,000 words per day. (Mon-Sat)

Coordinate with the Editor for implementing the guidelines.

Creating unique, high-quality and plagiarism-free content.

To constantly thrive to learn and cover different forms of content.

Lavisha, we are excited by the prospect of you joining the Company.

By: InkMySite  
[www.inkmysite.com](http://www.inkmysite.com)

Name: DeekshaAnand

