



Penning Down

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Ref: Offer Letter (Vide No. PD/OL/022/27)

4th January, 2024

Dear Ms. Nilanjana Kar,

We're delighted to extend this conditional offer of employment for the position of "**Trainee Content Writer- Probation**" with Penning Down. Please review this summary of terms and conditions for your anticipated employment with us.

Your *Monthly CTC is fixed at INR 15600 with word count limits of 3000 words on a daily basis*. There will be 6 days' work in a week for you, which is equal to *45 Production Hours Per Week* including your break time.

Work Vertical- WFO (Full-Time)

Approved Word Target Per Day- 3000. *(Subjected to increase in the subsequent weeks, as per candidate's convenience, basic word count target to be fulfilled)*

(Incentive On exceeding approved word target which will surely get added on to the consolidated salary.*

You will have a probation period of the first 3 months. ****Clearance of probation will depend on overall performance.**

Your date of joining is fixed on **1st of February, 2024 (includes training period of a week)**. Your tentative date of probation clearance** is on **1st of May, 2024.**

Please accept the offer letter so that we can draft your appointment letter, which will explain all clauses, as discussed during the interview.

PENNING DOWN
Ahana Sarkar
Founder

Ahana Sarkar

(Authorized Signatory- Founder)

(Acceptance signature in full)

Success is when you add values to yourself, but significance of that success is when you add value to others.