



## Fellowship Offer Letter

**Date:** 14/2/2024

**Name:** Ankita Adhik Kanse

On behalf of Foruppo, we are pleased to offer you the opportunity to participate in the Fellowship. Attached are the terms; kindly read all the important details mentioned carefully.

**Date of Appointment:** Your fellowship will be effective on your date of joining, which shall be **19th February 2024** (Monday). Contact us immediately if you require an alternative joining date. In the event that you fail to accept the offer and complete the formalities by **15th February 2024**, this offer for appointment will stand automatically withdrawn/canceled without any further obligation from our side. Your position will be given to the next candidate on the waiting list if you fail to complete all the formalities by the mentioned date.

**Period of Fellowship:** 90 Days

**Location:** Remote/Virtual

**Working Hours:** You will be working 6 hours and 5 days a week from Monday to Friday

**Onboarding Process:** You will have to download the Fellowship Offer Letter, print it, and sign it along with mentioning the date of signing. Next, you have to submit the security Fees and then mail the scanned copy of the Fellowship Letter along with details of your payment to [dreams@foruppo.com](mailto:dreams@foruppo.com).

**Refundable Security Deposit:** You are required to submit Rs. 1000 as Security Fees to materialize and authenticate your commitment to this opportunity. You will have to submit it amount along with your signed fellowship letter. Your Security Fees will only be refunded to you when your fellowship is completed after 90 days and not in any other scenario.

**Skills Development Programs:** As part of the Fellowship, you will regularly participate in the following -

- Skill Development Sessions to learn about Project Management, Product Management, and Startup Building
- Virtual Workshops by different founders
- Collaborative Work Sessions to learn to work collaboratively with a team in real-time
- Experiential Learning Sessions for Aptitude and Personality Development for Aptitude

**Live Project Experience:** You will be assigned to Live projects at the Startups of Foruppo to gain hands-on experience in project management and product management at innovative projects and startups. You will be assigned a supervising officer who will provide expert guidance throughout the project.

**Mentorship Clause:** Best-performing fellows will receive 1-on-1 mentorship from Co-founders of Foruppo or Founders of one of the Startups of Foruppo.

**Young Trailblazer Program:** Fellows with leadership potential will get their own team to lead a project and will participate in leadership-oriented Exclusive Skill Development Programs, Mentorship sessions, and Leadership Development Modules.

**Leave Policy:** You will get only 2 official leaves every month that you can take due to physical or mental health concerns or other personal reasons. Other than that, you have to inform us two weeks before any planned leave. For every extra leave (other than 2 official leaves) that you will take in a cycle of 30 days, the tenure of your fellowship will be extended by 1 day.

**Suspension & Termination Policy:** If your performance is found not to be satisfactory, you can be suspended temporarily for a few weeks and eventually you can be removed from your position and your Fellowship will be terminated. You will have to follow the protocol of Fellowship or it will result in termination of your Fellowship.

**Confidentiality Clause:** You are bound by this letter to not share any information about internal working, policy, strategy, unreleased products/services, to-be-launched startups, our collaborators, etc with any individual or organization outside of Foruppo. You are also not allowed to share any such information with any other employee or fellow or fellow of Foruppo unless you are told to do so.

**Public Display Clause:** You can mention your association with Foruppo on any social media platform (Facebook, Instagram, or Twitter) or professional networking platform (LinkedIn) only after obtaining permission from Foruppo.

**Sales Clause:** You are not allowed to sell any product/ service representing Foruppo or any of the products or services of startups of Foruppo unless you are authorized by Foruppo.

**Transfer Policy:** During your fellowship, you can be transferred to any Startup or initiative of Foruppo during your tenure for Live Project Experience.

**Mental Health Support:** You will get community support and assistance in finding the right mental health professional, in case you get any mental health concerns while you are with us. You will also receive the opportunity to participate in Mental Health sessions to improve your well-being and increase your productivity

**Post-Fellowship:** After the successful completion of your 3-month fellowship, you will be rewarded a Certificate of Fellowship from Foruppo and a Certificate of Internship from the startup of Foruppo where you will be placed for live project experience. If you will perform well, you will be awarded a Letter of Recommendation. Those fellows who will be excellent performers in the Program will get a part-time or full-time job at one of the startups of Foruppo depending upon the availability of openings.

**We wish you a great and successful fellowship at Foruppo.**

Regards,



**Saanjh K.**  
Founder & CEO, Foruppo



Foruppo



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