

**18th October 2023**

Hello **Vedant Chainani**,

This letter confirms your employment with Lumos Labs on a **contract** basis, the brand under which Mushu Media Private Limited (Singapore) operates. Your designation is “**Technical Content Writer**” and we hope to see you grow with us in the time to come. Your joining date at Lumos Labs is **3rd October 2023**.

As a Technical Content Writer, your overarching objective is to create informative and educational content for Lumos Academy and contribute to our websites with new blog posts, guides and marketing copy. You'll be responsible for delivering quality writing pieces that appeal to our audience, attract developers and boost brand recall for Lumos Academy, and create content for the Lumos Labs blog.

We are a remote first company, and we don't expect to change this anytime soon.

### **Your responsibilities are as follows -**

- Support with creating educational content curriculums for Lumos Academy that are instructional and informative of Web3 topics that will be supplied by Lumos Labs
- Create 3-5 Bytes Courses on Lumos Academy per week
- 1-2 How-to courses for Lumos Academy (Further details to be provided)
- Email Campaigns (ad hoc basis)
- Blog content on Lumos Labs Blog and Hackernoon
- Ensure all-around consistency (style, fonts, images and tone)
- Thoroughly follow the workflows provided and update website content as needed

### **The terms of your employment contract are as follows -**

- A fixed salary of **INR 15,000 per month** paid monthly for the first 3-months.
- Your salary will be revised on successful completion of your 3-months of probation.
- Eligibility of an annual appraisal based on performance, is applicable from 1 year from the date of previous appraisal.

## Termination

Our policy is to incubate and nurture talent, with uncapped growth. However, a termination from our end can be a reason of the below reasons:

- Repeated and willful deviation from company core values
- Breach of confidentiality by sharing your confidential remuneration details with other team members at Lumos Labs will lead to strict action including termination.
- Lack of performance improvement post a minimum 3 performance improvement programs
- Behavioral misconduct with colleagues or clients

## Leave Policy

As long as there are no dependencies and deliverables on you, you are entitled to as many leaves as required (within reason). Please consult and inform your team before availing this.

National holidays and weekends are off, barring special circumstances. Here is the list of holidays for your quick reference - [📅 Holiday Calendar 2023](#) .

We hope this is the last job you do. If you are to leave us, we hope it's for one of the following reasons -

- Because you have made enough money and you want to take a break
- Because you want a new challenge and found a great fitment somewhere else (preferably operating at a much larger scale than us)
- Because you need to study full time as the course you're taking requires full time focus. (this means hard skills and MBAs (if not from a premier, global institution) don't count.
- Because you're starting up (we will support and advise you and if you're raising, we hope you'd have us as early investors)

Stay with the light,

*Kaavya Prasad*

Kaavya Prasad,  
Co-Founder  
Lumos Labs