OFFER LETTER

Dear Sania Tabassum,

We are pleased to offer you the position of **Data Analyst** at **Scarflow**. After careful consideration of your background, skills, and passion for data-driven solutions, we believe you will make a valuable contribution to our growing team.

Terms of the Offer:

- **Position**: Data Analyst

- **Start Date**: 25nd July 2025

- **Stipend**: ₹5000 per month

- **Internship Duration**: 6 Months

- **Working Mode**: Remote

Roles & Responsibilities:

You will be working with our analytics and recruitment tech team to:

- Analyze hiring patterns for startups.

- Generate reports and dashboards using data tools.

- Assist in improving hiring data accuracy and visualization.

- Work with real startup datasets to derive insights.

Document Verification:

Before onboarding, please submit clear copies of the following documents for verification:

- Government-issued ID Proof (Aadhaar/PAN/Passport)

- Academic Certificates (10th, 12th, Graduation Marksheet)

- Any relevant course completion certificates (if available)

- Passport-size photograph (soft copy)

All documents must be sent to **hr@scarflow.in** within **3 working days** of offer acceptance.

Confidentiality & Ethics:
You are expected to maintain strict confidentiality of company data and must not share any proprietary information with third parties during or after the completion of your engagement.

Termination:

This offer can be terminated by either party with a prior written notice of **7 days**. Any misconduct or breach of company policies may result in immediate termination.

We welcome you to **Scarflow**, a company committed to transforming the startup hiring ecosystem. We're excited to have you on board and look forward to achieving great things together.

Please acknowledge this offer by replying to this email with your acceptance by **20th July 2025**.

Warm regards,
HR Department
Scarflow