

OPTIFORGE TECH

OFFICE OF HUMAN RESOURCES

LETTER OF APPOINTMENT | FORM NO. 2

Dear **ptoiusrq**,
Job Title; **Junior Marketer**

This document shows the necessary terms and guidelines you must follow as you join us at Optiforge Tech. Please read it carefully and adhere to the stipulated requirements. At the end of this document, you will need to sign to officially become part of our team.

Terms of Service
The Employee is appointed as JOB TITLE and will perform all customary and additional duties as assigned by the Company. The Employee also agrees to adhere to all company policies, procedures, and instructions.
This Agreement begins on DATE and remains in effect until terminated by either party as outlined in this Agreement. The Employee's employment is [full-time/part-time/contractual] and may be adjusted based on the Company's needs.
The Employee agrees to maintain strict confidentiality of all proprietary information, trade secrets, client details, and data related to the Company's digital services. Unauthorized sharing of any Company information or digital assets is strictly prohibited.
The Employee's compensation and any applicable benefits will be detailed in a separate remuneration agreement, adhering to Company policy. Salary adjustments, when applicable, are determined at the Company's discretion and subject to periodic review.
Either party may terminate this Agreement with 1-month written notice. In cases of gross misconduct or breach of confidentiality, the Company reserves the right to terminate employment immediately, without notice or compensation.
This Agreement represents the complete understanding between the parties and supersedes all prior agreements, representations, or understandings. Unauthorized distribution of any or all parts of this Agreement, whether digitally or physically, is strictly prohibited.

Date of Employment	13/7/25
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14kTriad

Chairman of Optiforge Tech

CONTACT SIGNATURES



YOUR SIGNATURE HERE