



Date: 8th May 2025

To:

Mr. Abdullah Murad
abdullahmurad.business@gmail.com

Appointment as Proofreader (Volunteer Position)

Dear Murad,

We are pleased to inform you that you have been selected to serve as a **Journalist/Writer** at **Voice International**, effective from **12th May 2025**, on a volunteer basis.

In this role, you will be responsible for crafting engaging, well-researched, and thought-provoking written content that aligns with the values and mission of Voice International. Your contributions will play an essential role in highlighting impactful voices and covering social issues globally.

Your key responsibilities include:

- Writing at least one **500-word article** per month on topics relevant to our editorial mission.
- Pitching article ideas to the editorial team for approval before you begin writing.
- Once your article idea is approved, you will submit the final draft to our **Proofreader** for review and feedback.
- Ensuring that the article is fact-checked, clear, and aligns with the editorial guidelines.
- Meeting deadlines and responding to editorial feedback in a timely manner.
- Maintaining confidentiality of all unpublished content until it is officially published.

This is a **volunteer position**, and as such, **no financial compensation will be provided**. However, we deeply value your contribution, and a **Service Letter** will be issued upon successful completion of your term or upon request.

Please note the following terms:

- Either party reserves the right to **terminate this engagement at any time**, with or without cause, by providing written notice.
- Repeated failure to meet deadlines, unprofessional behavior, or breach of confidentiality may result in immediate termination.
- You are expected to uphold the values and mission of Voice International during your engagement.

We warmly welcome you to our team and look forward to your commitment and consistency in helping us raise impactful voices through timely and organized content deployment.

Warm regards,

Khalidha Naushad

Co- Founder – Voice International

Acknowledgment and acceptance

I, Murad, accept the volunteer role of Journalist/ Writer at Voice International with effect from 12th May 2025. I agree to the responsibilities listed above and understand that this role does not involve any monetary compensation.

Signature: Abdullah Murad

Name: Abdullah Murad

Date: 12-May-2-25