



Date 24 December 2023

To,  
Vijayant local 2

**Subject: Offer Letter**

Welcome to the squad! We are all here because someone, somewhere, once said, "I think marketing could be fun".

Dear Vijayant local 2,

We are thrilled to extend this offer letter to you to join Creativefuel, a leading marketing agency that thrives on innovation, creativity, and collaboration. After a thorough assessment of your skills and qualifications, we are confident that you are the perfect fit for our team.

**Position: Training & Development Executive**

**Reports to: Piyush Garg Test**

**Start Date: 13 December 2023**

**Location: Indore**

**1) Compensation:**

Your remuneration will have a fixed component of INR 5.3 Lacs per annum (CTC), paid monthly, and a detailed breakdown of your remuneration can be found in [Annexure-A].

**2) Acceptance:**

To accept this offer, please sign and return a copy of this letter within 48 hours. You can scan and email it to, [onboarding@creativefuel.io](mailto:onboarding@creativefuel.io) CC: [fahbir@creativefuel.io](mailto:fahbir@creativefuel.io) or just reply back if I accept the offer. We are excited about the prospect of having you onboard and look forward to your positive response.

**3) Probation Period:**

Both parties agree to a probationary period of three months, during which either party may terminate the employment relationship with a notice period of 7 days. This period is intended to allow both you and Creativefuel to assess the mutual fit and alignment of expectations.

**4) Performance Review:**

At the end of the probation period, your performance will be reviewed. If your performance aligns with our expectations and you are comfortable with the work environment, the probationary status will be lifted.

**5) Employment Relationship:**

- A) Your annual leaves will be as per the company's attendance and leave policy. Uninformed or unapproved absence from work for a continuous period of 5 days or beyond the period of approved leave, without prior approval of the reporting manager shall result in automatic termination of your employment without any further notice unless the Company waives such requirement.
- B) The company reserves its legal right to terminate you immediately in case of deviation or nonadherence to company's policies and rules as communicated via this letter and in other physical or digital documents provided to you pursuant to your signing of this letter. The Company may also terminate you with immediate effect for any dishonest and malicious practices, poor attendance, violation of company policies, involvement in criminal act or non- performance for a prolonged period.
- C) In case of termination, the company, at its sole discretion, will recover such amount, as the case may be, in lieu of notice period against the full and final settlement upon your separation. In such a case, the company will also not be liable to pay you any pending salary. Furthermore, the Company is at liberty to recover any amount in relation to the performance bonus and sign-on bonus, if any, earned by you, in case your employment relationship gets terminated before completion of one year upon joining.

D) You are required to indemnify and keep indemnifying the Company against all claims, damages, losses etc., which the Company might suffer, on account of any breach by you of any of the terms of your employment or the terms of any policy of the Company. The Company shall, in addition to any other remedies available by law, be entitled to an injunction restraining you from breaching or otherwise violating any terms of your employment.

You shall be bound by all policies and procedures of the Company, which may change from time to time. The management of the Company reserves the right to amend and update the policies and procedures of the Company.

**6) Reimbursement for Expenses:**

You will be reimbursed for reasonable expenses incurred by you in performance of your duties, according to the Company's Expense Policy.

**7) Absence/Leave:**

Your annual leaves will be as per the Company's Attendance and Leave Policy. Uninformed or unapproved absence from work for a continuous period of 3 days or beyond the period of approved leave, without prior approval of the reporting manager shall result in automatic termination of your employment without any further notice unless the Company waives such requirement.

**8) Indemnity:**

You are required to indemnify and keep indemnifying the Company against all claims, damages, losses etc., which the Company might suffer, on account of any breach by you of any of the terms of your employment or the terms of any policy of the Company. The Company shall, in addition to any other remedies available by law, be entitled to an injunction restraining you from breaching or otherwise violating any terms of your employment.

**9) Acknowledgement:**

You are required to indemnify and keep indemnifying the Company against all claims, damages, losses etc., which the Company might suffer, on account of any breach by you of any of the terms of your employment or the terms of any policy of the Company. The Company shall, in addition to any other remedies available by law, be entitled to an injunction restraining you from breaching or otherwise violating any terms of your employment.

**10) Understanding:**

This letter contains the entire understanding between the parties and supersedes all previous agreements and/or arrangements relating to engagement with the company.

**11) Company policies:**

You shall be bound by all policies and procedures of the Company, which may change from time to time. The management of the Company reserves the right to amend and update the policies and procedures of the Company.

Get ready to embark on a marketing adventure where every day brings a new challenge, a fresh idea, and a funny meme.

We eagerly await your decision and the opportunity to work alongside you in pursuit of excellence and innovation. Your acceptance of this offer would mark the beginning of an exciting chapter with Creativefuel.

Sincerely, on behalf of Creativefuel Private Limited,  
Authorized Signatory



Pulkita Phadke  
(Chief People Officer)

**Acceptance**

I hereby accept the offer along with the terms and conditions of employment with Creativefuel Private Limited as stated hereinafter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Vijayant local 2

Name: - Vijayant local 2

Designation: - Training & Development Executive

D.O.J: - 13 December 2023

CREATIVEFUEL PRIVATE LIMITED

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