HAPPY CHEEKS PRIVATE LIMITED

**CIN** : **U52398DL2022PTC398375**

**Ms. Shubham Sharma** 29th Day of Jan,2023

Re: Offer of Employment

I am delighted to offer you employment on a full-time basis on the role of **E-Commerce Executive**. Please read through this letter carefully and indicate your acceptance of the offer by signing and returning a copy of this letter.

Your Joining date will be 29th Day of Jan, 2023.

**Role & Responsibility**

Identify trends and insights.

Allocate marketing investments.

Plan and direct marketing campaigns.

Manage ecommerce (Amazon/Flipkart) website and maintain it, keeping best practices in mind.

Optimize listings for the marketplace and website.

**Hours of Work**

(a) As a full-time employee you will be required to devote substantially the whole of your time and attention during the Employer's ordinary business hours to the performance of your duties under this agreement.

(b) You will not be entitled to receive any remuneration for work performed outside of the hours referred to in sub-clause (a) above.

**Working Days**

• Working days are Monday through Saturday, excluding national holidays.



**E!**+919560736988

**El**

[happycheeks21@gmail.com](mailto:happycheeks21@gmail.com) [www.hellokidology.in](http://www.hellokidology.in/)

**El** Dwarka, New Delhi 10075

Plot 287 GF, Sec-19,

HAPPY CHEEKS PRIVATE LIMITED

**CIN** : **U52398DL2022PTC398375**

**Salary and Benefits**

(a) Your monthly salary will be Rs. 20,500/- per month

(b) This salary will be paid by monthly in the following manner: deposit into nominated account by 10th of the next month.

(c) The above-mentioned salary is the total cost to the company and includes all payments made and benefits provided by the Employer directly or indirectly to or on your behalf, whether as salary or otherwise

(d) If you, without mutual agreement, leave the company, you will not be entitled to any payment.

**Leave**

1. You will be entitled to annual and long service leave in accordance with the applicable laws and the leave policy of the company. Prior information of leave and unavailability is a must.
2. For any uninformed or informed medical leave of more than 2 days, you must provide proof of your medical condition. Only then will your leave be considered medical leave (non-paid leave). In the event of non-compliance, a fine will be deducted from your monthly salary.

**Company Policies**

You agree that the Employer's policies, as amended or replaced from time to time, shall be binding upon you but shall not form part of the employment contract.

**Confidentiality and Intellectual Property**

1. You agree that you will not divulge any of the confidential information or trade secrets of the Employer to any person, whether during or after the termination of your employment
2. The Company will take legal action against any such activity of information misuse and information trade, whether during or after the termination of your employment



**E!**+919560736988

**El**

[happycheeks21@gmail.com](mailto:happycheeks21@gmail.com) [www.hellokidology.in](http://www.hellokidology.in/)

**El** Dwarka, New Delhi 10075

Plot 287 GF, Sec-19,

HAPPY CHEEKS PRIVATE LIMITED

**CIN** : **U52398DL2022PTC398375**

**Notice Period**

In the event of your resignation from the services of the Company, you will be required to serve the written notice to the Company 30 days prior or we will forfeit the salary and all the necessary documents.

**Termination**

(a) During your employment, either party may terminate this agreement by providing written notice of One Month (or payment in lieu of notice) to the other party.

Not with standing sub-clause (a) above, the Employer may terminate this agreement by notice effective immediately without payment (except salary accrued to the date of termination) where you

1. have committed an act of willful or serious misconduct, are significantly neglectful of your duties, or you are in breach of this agreement.

**Acceptance**

This Letter of Offer contains the proposed Terms and Conditions of your employment with the Employer and is subject to the preparation and execution of a formal Contract of Employment.

Yours sincerely,

**HR Department**

**Happy Cheeks Private Limited**

**I, Shubham Sharma,** accept and agree to the proposed terms of employment and request that the Employer prepare a formal contract of employment for execution.

Signature



**E!**+919560736988

**El**

[happycheeks21@gmail.com](mailto:happycheeks21@gmail.com) [www.hellokidology.in](http://www.hellokidology.in/)

**El** Dwarka, New Delhi 10075

Plot 287 GF, Sec-19,

Date: 29/01/2024