



Subject: Employment offer from Mak AI Digital

Dear Sunny Bharti, We are pleased to offer you the position of SEO Intern for a 6-month program at Mak AI

Digital. As an SEO Intern, you will be responsible for managing both on-page and off-page SEO for multiple websites. You will report directly to Athar Hussain Khan at our Noida Office. The working hours are from 10:00 AM to 7:00 PM, six days a week. The breakdown of your gross salary and information specific to employee benefits can be found in Annexure A.

We would like you to start work on 25 June 2024 from our Noida Office (Address: Unit No. 609, Tower C, Plot No. B-8, Noida One, Sector - 62, Noida - 201301). You will work with the Development & Marketing Team.

If you choose to accept this job offer, please sign and return this letter by 11 June 2024. Once we receive your acceptance, we will provide information about onboarding and other asset details.

We are confident that you will find this offer exciting and I, on behalf of Mak AI Digital, assure you of a very rewarding career in our organization.

Sincerely,

Athar Hussain Khan
Marketing Manager (India)
Mak AI Digital

Annexure A

Salary details:

Salary component	Amount (in ₹)
Basic pay	5,000
House Rent Allowance (HRA)	1,500
Other allowance	3,500
Gross monthly salary	10,000

Salary will be paid on the 7th of each month through bank transfer.

Probation

You will be on an internship program for a period of six months from your joining date. You will be confirmed as a full-time employee after the successful completion of the internship, depending on your performance.

Salary revision

Your compensation will be revised after the completion of the 6-month internship, subject to satisfactory completion of the probation period.

Confidentiality

The information you have access to during your employment is confidential and proprietary to the company. You agree not to disclose such information without prior consent from the management.

Notice Period

In case of resignation from our company, you are required to serve a 2-month notice period.

Accepted by: Sunny Bharti

Signature:

Date:

