

Offer Letter


Date: June 18th, 2021

Dear **Vijay Kumar**,

We are pleased to inform you that you have been selected for the **Content writing internship** in DooGraphics pvt ltd .Program and we hope that you are excited to embark on this 30 days amazing journey with us. We are sure that you would play a vital role in helping us realize our vision of creating a world full of opportunities for the students. You will directly report to your team leader as well as project head.

The live internship Program is from **21st June 2021** to **20th July 2021**. During this live project your appointment as DC will be governed by the terms and conditions presented in Annexure A and given official circular on a mail.

Best of luck!



Ashwini Gaikwad
H R Manager, DooGraphics



Annexure A:

- 1 .Research industry-related topics (combining online sources, interviews, and studies)
- 2 .Write clear marketing copy to promote our products/services
- 3 .Prepare well-structured drafts using Content Management Systems
- 4 .Proofread and edit blog posts before publication
- 5 .Submit work to editors for input and approval
- 6 .Coordinate with marketing and design teams to illustrate articles
7. Conduct simple keyword research and use SEO guidelines to increase web traffic
8. Promote content on social media
9. Identify customers' needs and gaps in our content and recommend new topics
10. Ensure all-around consistency (style, fonts, images, and tone)
11. Update website content as needed
12. Copywriting from other websites without any plagiarism

Association Rules :

1. A certificate of experience will be issued post the period of association is over.
2. A letter of recommendation is given to high performing individuals.
3. You need to notify the concerned department in case you wish to leave your association
Early with at – least an advance notice of one week. In that case, you won't receive the
Benefits that were offered with the offer letter.
4. In case you wish to take a leave, a notice at least a week early needs to be sent to
The HR Department (hello@doographics.com)
5. If the duties or compensation changes during the course of your association with
DooGraphics, the validity of the agreement will not be affected.

We look forward to a long and fruitful association with you and are confident that you will
Prove to be a valuable asset for our organization. Please feel free to reach back in case of
Further queries at hello@doographics.com.