



Flat No.1, Anupama Appt, Near Madhav Clinic,
Rajarampuri 5th Lane Kolhapur
mediatec.co.in

MEDIATEC
SOCIAL MEDIA MARKETING

1 Sept 2023

Swapnali Nadale

Plot No. 351, Dadu Chougale Nagar
Kalamba.
Tal. Karveer Dist. Kolhapur
7058809376

Dear Swapnali,

Subject: Appointment Letter for the Position of Social Media Optimizer

We are pleased to appoint you the position of Social Media Optimizer at Mediatec.

1. Position and Reporting:

You will be reporting to Mrs. Bhoite V. S, CSO, and your work will primarily involve strategizing, creating, and optimizing content for our social media platforms to enhance brand visibility and engagement.

2. Employment Details:

Start Date: 08 Aug 2023

Probation Period:

Your employment will be subject to a probationary period of 2 Months from your start date.

Working Hours:

Your regular working hours will be 8 Hours from 10.00 Am to 06.00 PM, [06 Days of the Week].

Salary: Your monthly gross salary will be Rs. 6000/- after Probation Period with satisfactory remark Rs. 8000/-

3. Code of Conduct:

You are expected to abide by the company's code of conduct and maintain professionalism in all interactions, both within the organization and with external stakeholders.

4. Confidentiality and Data Security:

You will be required to sign a mobile usages agreement, confidentiality agreement, respecting the confidentiality of company information, client data, and any sensitive information you may come across during your employment.



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5. Termination:

Your employment may be terminated by either party with 1 Month written notice.

Please confirm your acceptance of this offer by signing and returning a copy of this letter

Yours sincerely,

Accepted by sign & Full Name:

Date: