

**To:** Sadiya Shaikh

Dear Sadiya,

Congratulations! With reference to your application and subsequent interview with us, we are pleased to offer you an intern position as a Social Media Manager at Mantics Media. We believe that your and passion for Social Media will greatly contribute to our team, and we are excited to have you on board.

Date of Joining: 10th August, 2023

Stipend: Performance Based [50% from Sales]

Hours per day: 3 hours

Duration of the Internship: 2 months

Job Role and Responsibilities:

Collaborating with the team to implement new features and functionality.

Working on uploading content everyday.

Handling Instagram/Facebook Accounts.

Terms and Conditions:

Your payout date will be 10th of every month.

You will receive your stipend through UPI or Net banking.

You can be terminated anytime once we notice inappropriate behaviour.

10 Days of notice period before you leave.

We look forward to a mutually rewarding partnership.

**Sincerely,**

Manav Singh

Director, Mantics Media

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## EMAIL

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## PHONE

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## ADDRESS

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