



Creeative Bassta

Appointment Letter

Dear Joshita,

We are pleased to inform you that you passed your interview and we are hereby **offering** you **Internship** for the position of **Social Media intern** at **Creeative Bassta**.

The terms and conditions of your employment are as follows:

1. **Day of Commencement:** 2nd December, 2025
2. **Reporting** - You will report to your immediate supervisor on the said date. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's interest.
3. **Allocated Place of Work** - Office
4. **Roles and Responsibilities** - Graphic Designing & Ideation
5. **Term of internship** - 4 months
6. **Working Hours** - 11:00 am to 7:30 pm (Monday to Saturday) - Sunday offs
7. **Leave** - 1 sick leave per month can be carry forward + 1 Medical leave (cannot carry forward also needs a medical certificate) leave taken between two holidays will be considered as sandwich leave and all 3 days pay will be deducted.
8. **Logins & logouts** - you have to put login, logout & tasks every workingday failing to do so will be counted as absent.

Termination

This contract can be terminated:

By either party given a prior 15 working days written notice failure to which a compensation equivalent to a month's salary will be awarded Or By the Employer on grounds of indiscipline or under-performance Or By the Employer on account of redundancy/retranchment as per the law.

1. Copyrights and Ownership

You shall not work with any other company either full time or part-time in a capacity that would create a conflict of interest with the company.

2. Amendment and Enforcement

Any alterations or amendments to this contract shall be duly communicated in writing taking into consideration both the employer's and employee's views.

Management
Creeative Bassta

To affirm your acceptance to the terms and conditions laid out in this letter kindly sign below

Candidate Sign Here