

OFFER OF EMPLOYMENT LETTER

27th February 2023

Prajakta Suneel Managuli

Sr. No. 156/33 Chinmay Apartment, Flat No. 9, Near Ashwini Hospital,

Bijali Nagar Chinchwad, Pune City, Pune Chinchwad gaon, Maharashtra, 411033 India

Dear Prajakta,

We are pleased to offer you the full-time position of **Content Engineer** at TechUp Labs with a start date of **1st March 2023**, contingent upon a background check. It is our opinion that your abilities and experience will be a perfect fit for our company. It is a full-time remote job.

The starting salary for this position is **30,000 INR** to be paid on a monthly basis by direct deposit at the end of each month (10% TDS would be sent to the Indian Government). The In-hand salary will be **27,000 INR**.

You will be eligible to participate in a number of Company-sponsored benefits (which can be availed based on the period of experience with us and the kind of employment)

1. Flexible leave policy

You will be eligible for taking 24 paid leaves flexibly for the first year of employment. The second year onwards there is no number cap on taking flexible leaves.

2. Holiday policy

After completing your one-year Full-time employment with us you would be eligible to claim up to ₹10000/- for a holiday you take per year.

3. Learning

According to this policy, the entire amount spent by you for purchasing a course would be refunded if you score above 90% in the assessment conducted as a part of the course

4. Work from anywhere policy

According to this policy, you are eligible to work from anywhere as long as you are able to be productive and are able to put in the required amount of hours for work. It's necessary for you to make sure that there is proper internet access available in the space you are working from.

(t)TechUp Labs

5. Library & Subscriptions

According to this policy, an eligible employee can have access to any article of the subscriptions TechUp Labs has.

6. Salary policy

The salary would get credited any day of the last week of the month unlike the conventional system of the salary getting credited on the last working day of the month

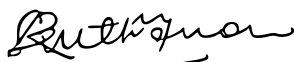
While you are employed at TechUp Labs, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing and returning this letter you will confirm your acceptance of the offer. Please respond no later than 27th February 2023. The company has 3 Months standard probation period. The company reserves the right to extend the probation in case the performance is not found satisfactory or any other reasons warranted by the business. During the probation period, your employment can be terminated by either party by giving 7 days' notice.

You would be taken through a thorough pre-onboarding process during your notice period which would include the following steps-

1. Tour of our virtual office
2. Knowing you better & Introduction to the whole organization
3. A talk with your buddy (A technical person from your team to guide you during your initial days of joining)
4. Getting you ready for the D-Day!

We look forward to having you on our team! If you have any questions, please feel free to reach out at your earliest convenience.

Sincerely,



R Sruthi Menon

People Experience & Remote Operations



Signature:

Prajakta Suneel Managuli

Date: 27th February 2023