



REMOTE PODCAST EDITOR JOB APPOINTMENT LETTER

NAME:

(First name)

(Last name)

(Middle name/Initials)

Please ensure you provide the following documents for your registration.

I. Passport or Driver's License (A full shot of your passport and if Driver's license is selected, include front and back images of it). Ensure images are in color.

II. Proof of Address (e.g., rent, receipt, or utility bill).

These items will be required for the purpose of identification.

We are pleased to confirm your appointment for the **Remote Podcast Editor** position with **Audio Chuck** based on your level of experience and how well you answered the interview questions. Any changes in the term position will be implemented with written notice to you in accordance with the company's management. You will be imparted training on the job and periodically when the training programs will be organized; the company lays high importance when training its employees and spends considerable resources on it. Full commitment from you is expected during the training period.

Employee Benefits: As a regular employee of this company, you will be eligible to participate in a number of company-sponsored benefits. In addition, you will be entitled to paid vacation in accordance with this company's vacation policy, as in effect from time to time. This company has significant experience in providing accounting and auditing services to established 401, 403 (b), pension, Health, Dental, Life and AD&D Insurance, Employee Wellness, Tuition Assistance, Comprehensive In-House Training Program, Employee Assistance Program, Sign-On Bonus.

Employment Relationship: Your employment with this company will be "at will," meaning that either you or this company may terminate your employment at any time and for any reason with or without cause. Any contrary representations that may have been made to you are superseded by this letter agreement. This is the full and complete agreement between you and this company on this term. Although your job duties, title, compensation and benefits, as well as this company's personnel policies and procedures, may change from time to time, the "at will" nature of your employment may only be changed in an express written agreement signed by you and a duly authorized officer of this company (other than you).

This is a Full-time remote job position – 40hrs/week, The pay is \$85.50/hour and \$75.50/hour during training, You would be paid weekly via your registered bank account; you pay would be calculated via the Time Lynx (Time Billing Software) installed in your work devices by our vendors. Your assigned supervisor will endorse your training clearance which will be given to you at the end of your training, This indicates you are done with your Training, and you will receive full employment compensation of \$85.50/hour.



AUDIOCHUCK

JOB DETAILS AND RESPONSIBILITIES

The terms of this letter agreement and the resolution of any disputes as to the meaning, effect, performance or validity of this letter agreement or arising out of, related to, or in any way connected with, this letter agreement, your employment with this company or any other relationship between you and this company (the "Disputes") will be governed by USA law, excluding laws relating to conflicts or choice of law. You and this company submit to the exclusive personal jurisdiction of the federal and state courts located in any USA in connection with any Dispute or any claim related to any Dispute. We hope that you will accept our offer to join this company. You may indicate your agreement with these terms and accept this offer by signing and dating the agreement letter and returning them.

Responsibilities:

You will be fully supported by our online platform, which includes planning, recording, editing, and publishing of the podcast. You will also condense episode content, create a cohesive narrative throughout an episode, improve audio quality and occasionally create supplementary materials for the podcast.

Amendment And Enforcement Interpretation: This letter agreement is the complete agreement between you and this company, contain all of the terms of your employment with this company and supersede any prior agreements, representations or understandings (whether written, oral or implied) between you and this company. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of this company.

Signatures:



Company representative (SIGN)

Company Representative
Ashley Flowers (Sr Manager, Talent Operations)

Applicant (SIGN)

Applicant (Name/Title).

Start Date



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