

Employment Contract Agreement

This Employment Agreement is made on this 14 day of February, 2026,
between

Zilancer LLC (here in after referred to as the "Company")

and

Mr./Ms. Abir chakrabortty (here in after referred to as the "Employee").

1. Position & Working Hours

The Employee agrees to work full-time for **Zilancer LLC** as a Digital Marketer.

- **Office Start Time:** 10:00 AM
 - **Working Hours:** 8 hours per day (excluding break time)
 - **Weekly Off Day:** Friday
 - Remote or Hybrid work may be allowed as per company policy.
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2. Salary Structure

- **Starting Salary:** 10,000 BDT per month (for the first 6 months)
 - **Revised Salary:** 12%–20% increment / 15,000 BDT per month (after 6 months of satisfactory performance)
 - Payment will be made **monthly** via bank transfer or other approved method.
 - Salary may be reviewed annually based on performance and company growth.
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3. Job Responsibilities

The Employee must:

- Complete assigned daily/weekly tasks within deadlines.
- Maintain proper communication with the team and supervisor.
- Ensure high-quality output, following company standards.
- Maintain confidentiality of all project files, data, and client information.
- Use company resources (software, tools, devices) responsibly.

Failure to maintain job responsibilities may lead to written warnings or termination.

4. Probation & Confirmation

- The first **3 months** of employment shall be considered a **probationary period**.
 - During this period, the Company may terminate the Employee without prior notice.
 - Upon successful completion of the probation, the Employee will be confirmed as a regular employee.
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5. Leave Policy

- Each Employee is entitled to **1 day of casual leave per month**.
 - **Sick leave** may be approved upon submission of a valid medical certificate.
 - **Uninformed absence** for more than **3 consecutive working days** may result in disciplinary action or termination.
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6. Termination / Resignation

- If the Employee wishes to resign, they must provide **one (1) month's written notice**.
 - The Company reserves the right to terminate employment with or without cause by providing the same notice period or payment in lieu of notice.
 - Any pending dues or company property must be cleared before final settlement.
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7. Confidentiality & Non-Disclosure

The Employee shall not, during or after employment, disclose or use any confidential information, data, or trade secrets of **Zilancer LLC** or its clients.

Violation of this clause may result in immediate termination and legal action.

8. Data Protection & Security

The Employee agrees to:

- Keep all login credentials, passwords, and client data strictly confidential.
 - Not install unauthorized software or share company files with outsiders.
 - Follow Zilancer LLC's cybersecurity and data handling policies.
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9. Conduct & Discipline

- The Employee must maintain professional behavior and respect towards all colleagues.
 - Misconduct, harassment, or inappropriate communication will not be tolerated.
 - Any misuse of company time or resources may lead to disciplinary action.
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10. Ownership of Work

All creative works, code, designs, or content produced during employment will remain the **intellectual property of Zilancer LLC**. The Employee cannot reuse or sell them personally or publicly.

11. ID Proof & Documentation

Before joining, the Employee must submit a valid **National ID / Passport** and a **signed copy** of this agreement.

12. Agreement Acceptance

By signing below, both parties acknowledge that they have read, understood, and accepted the terms and conditions of this employment contract.

For Zilancer LLC

Signature: *Md Masud Rana*
Name: **Md Masud Rana**
Title: **Founder & CEO**
Date: 14/02/2026

Employee

Signature: _____

Name:

Date: