



Webcomp Digitex Private Limited
pujari.samprita@webcompdigitex.com
Office No 219, 2nd floor, Spot 18 mall,
Rahatani 411017

Offer Letter

Date: 26/09/2024

Dear Tisha,

We are pleased to extend an offer of employment to you for the position of **Graphic Designer-Trainee** at **Webcomp Digitex Private Limited**. We believe that your skills and experience will be a valuable addition to our team. Please read through this letter and indicate your acceptance by signing this offer letter.

Position Details

Job Title: Graphic Designer-Trainee
Reporting to: Mrs. Samprita Pujari
Start Date: 01/10/2024
Employment Type: Part-time
Work Schedule: 1PM to 6PM
Job Location: Hybrid

Compensation and Benefits

Annual Salary Package: **₹96,000.00**

The above-mentioned salary is the total cost to the company and includes all payments made and benefits provided by the company directly or indirectly to or on your behalf, whether as salary or otherwise.

Terms and Conditions

The employment is at-will, which means that either the company or the employee can terminate the employment relationship at any time, with or without cause and with or without notice. This offer of employment does not constitute a contract or guarantee of continued employment. It is not intended to create an employment relationship between you and Webcomp Digitex Private Limited until you have signed the necessary employment agreement and any other required documents. During the probationary period of 180 days, your performance will be evaluated to determine your suitability for the role.

You will be required to sign Confidentiality/Non-Compete Agreement after accepting this offer letter to protect our company's interests.

Working Hours for Part Time Employee:

- Employees are expected to work **5 hours per day**, totalling **25 hours per week** excluding Lunch and Teatime.
- The company operates on a 5-day workweek, with **Saturday** and **Sunday** as designated **days off**.
- Our company embraces **flexible working hours** to support employees, allowing them to structure their work schedules in a way that balances their personal and professional needs. Task Completion and Deadlines. If necessary, employees can utilize **Saturdays** to meet their **weekly 25-hour requirement**.
- Employees who do not meet the **weekly 25-hour requirement** may see an impact on their **leave balance**.
- Employees are responsible for managing their time effectively to ensure that all tasks and projects are completed by the assigned deadlines, regardless of their chosen working hours.
- Flexible hours do not impact the expectation of timely and high-quality work delivery.

Paid Leave Details

To ensure work-life balance for our employees, we have established a 5-day workweek with weekends off. Additionally, you are granted **12 casual leaves and 6 sick leaves** per year (paid leaves). Approval from your reporting manager is required for all types of casual leave. If you take leave after using up your paid leave allowance, it will be treated as unpaid leave and deducted from your salary.

Acceptance

This Letter of Offer contains the proposed Terms and Conditions of your employment with the Employer and is subject to the preparation and execution of a formal Contract of Employment.

We look forward to your positive response and the opportunity to welcome you to Webcomp Digitex Private Limited. If you have any questions or require further information, please feel free to contact Mrs. Samprita Ketan Pujari at Pujari.samprita@webcompdigitex.com

Regards,

Mrs. Samprita Pujari's Signature
Managing Director

Mr. Ketan Pujari's Signature
CEO

I Tisha Dalvi, accept and agree to the proposed terms of employment and request that, the Employer prepares a formal contract of employment for execution.

Tisha Dalvi (Signature)
Employee