



Digihub
Media Manager's

+91 9637 69 5151

media.digihub@gmail.com

www.digihubmedia.in

Sr. No.

Date : 16/07/2024

Offer Letter

Dear **Sourav Kumbhar**,

Welcome to Digihub Family!

Congratulations on successfully completing your interview process with us. Consequent to our discussion, we are pleased to offer you the position of **Graphic Visualizer Intern**. For this position you will get a monthly fixed pay of INR 20,000/- subject to and exclusive of relevant tax deductions after completion of 2 months of internship period. Over and above the compensation as mentioned, you will be provided rent-free accommodation (Unfurnished) during the term of your Job along with other travel support that is necessary and incidental to your responsibilities.

Your Job shall be for a duration of 6 months effective from your date of joining, which may be further increased for such duration.

You are asked to report for duty on **17th July 2024** at Address - 206 Empirestate, near Satralkar Square, Vijaynagar, Sangli, Maharashtra 416416. To indicate your confirmation, please send a signed and scanned copy of this Letter of Intent at **hr@digihubmedia.in** by **17th July 2024 strictly**. Subject to the terms and conditions set forth in this offer letter, your position is assigned according to the scope and impact of work.

Terms and conditions

- Your services shall begin with a probation period of two months from your commencement date but may be reduced or extended at the discretion of the company depending upon the performance, output, and overall conduct.
- During the probationary period, your engagement will be subject to termination at any time, without any notice and the company assigning any reason whatsoever.
- By participating in the Job, you are committed to ensure that you will perform and undertake all assignments under the Job as may be assigned to you from time to time and deliver the best possible outcome/ results from said assignments.
- In lieu of your work under the Job, you are entitled to a monthly fixed pay of sum mentioned above subject to and exclusive of relevant tax deductions.
- Kindly also note that the work nature is dynamic, and employees are expected to be available when there is a requirement.
- You will need to serve a notice period of 15 days before departing from the organization.
- No leave will be granted during the time of probation. Any pre-approved/emergency leaves shall be considered as LWP (leaves without pay/loss of pay). You can avail yourself of SL and PL once we confirm your probation. 1 SL (Sick Leave) and 1 PL (Privilege Leave) per month (2 leaves per month effectively) will be added to your leave balance, which can be used whenever necessary.

We look forward to working with you.

Sincerely,

Rohitkumar Shinde

Candidate Signature & Date