



Mr. P Gopinath,  
Bangalore

## Strictly Private and Confidential

Date: 15 - April - 2024

### Sub: Letter of Offer

Thank you for exploring career opportunities with User Umbrella LLP. You have successfully completed our initial selection process and the subsequent interview you had with User Umbrella LLP, we are pleased to make you an offer of employment with the company on the following terms and conditions (“Letter of Offer”). The offer of employment is subject to your obtaining an appropriate release from your present employer and to your being medically fit.

You will devote the whole of your time and attention to the business of the company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged in any other business. you will, while in our employment your utmost endeavor to promote the interests of the company in all matters and will observe the utmost good faith towards the company and keep secret all information, which you may obtain with regard to the business and affairs of the company.

Role designation	Graphic Designer
Date of Joining	24 - April - 2024
Gross salary per month	30,000/Month



**Please refer to the appendices to this letter for details of other benefits:**

- All allowances are payable as per the policy of the company, which are subject to change from time to time.
- **Traineeship period:** You may be required to undergo classroom and on-the-job training in the first two weeks, during which, you may be appraised to evaluate your performance.
- **Leave:** You will be entitled to one day or half-day of general leave or sick leave as per the company's policy.
- The company will be closed every Tuesday and alternative Mondays will be holidays.
- **Notice period:** You will have to give at least 30 days prior notice period in writing before discontinuing your position with the company. The company may discontinue your position by giving you 30 days notice in writing or payment of stipend for days in lieu thereof.
- **Organizational Rules:** You will familiarize yourself with adhering to the company's Rules and Regulations in force and as modified by the company from time to time. You shall execute such agreements/bonds as required by the company.
- **Working Days:** Wednesday to Monday
- **Office Timing:** Morning 10 to Evening 6:30
- **Office Address:** At Garuda Square Mall, Sarjapura, Bangalore.
- **Appraisal:** After 12 months appraisal will be given based on the performance
- **Probation:** You will be on probation for a period of 3 months



Please sign a copy of this letter and return it to us on the joining date. A stamped, self-addressed envelope will be enclosed for your convenience on the same day.

We welcome you to the User Umbrella LLP and wish you a rewarding career over the years to come.

Yours Sincerely,

Prabhat Roy

Founder and CEO

**[User Umbrella LLP]**

I have read, understood and agreed to the terms and conditions as set forth in this offer letter.

Date: 11-April-2024

A circular purple ink stamp with the text 'USER UMBRELLA LLP' around the perimeter and a small star on the left. To the right of the stamp is a handwritten signature in blue ink that appears to read 'Prabhat Roy'.

Sign your name