



Employee Onboarding

Prepared for:

Rajender Singh

Created by:

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Constant Concepts



Rajender,

Thank you for joining the Constant Concepts Team!

Your employment is effective as of **15th March,2021** for **Senior Graphics Designer**

Your roles and responsibilities include:

1. Oversee all design elements, from the initial conception to final delivery
2. Review the work of junior designers to give guidance and feedback
3. Have hands-on experience with Adobe Creative Suite and other design software
4. Use your strong eye for aesthetics and visual details to ensure a quality final product
5. Delegate design tasks and provide support for junior-level design team members
6. Maintain high standards of quality and make sure only the best work is released to clients
7. Collaborate across the organisation to drive up standards of digital creativity
8. Stay up-to-date with industry developments and tools

Congratulations on your appointment and welcome to **Constant Concepts**. We look forward to years of fruitful cooperation and success. We wish you the best of luck in your new post.

Welcome Aboard!



Company Official Signature

04 / 05 / 2021

Date

Employee Signature

Date
