



INTEGRATED MEDIA SCHOOL

## OFFER LETTER

29/08/2025

Dear Lakshmi Govindankutty,

On behalf of **Oxdu Integrated Media School, Kochi**, I am pleased to offer you employment as a **Front Office cum Admin**, effective from **08/09/2025**. In that position, you will report to **HR Manager**.

You will be on a **probation for 4 months**. Extension or confirmation of your employment will be upon your performance. Your **annual CTC will be Rs. 2,16,000/- (Rupees Two Lakhs Sixteen Thousand only)**. The Company's regular payroll process will pay your monthly compensation, and your performance will be subject to applicable tax and other withholdings.

**Probation Period:** It is understood and agreed that you will be on probation for 4 months during which period the Employer may, in its absolute discretion, terminate the Employee's employment, for any reason, with/without notice or cause. The Company reserves the right, in its sole discretion, to change your compensation and/or employee benefits at any time on a prospective basis

**Agreements:** As a condition of your employment, you agree to execute any additional agreements required by the Company at the start. This includes any agreements that relate to your confidentiality or intellectual property assignment obligations to the Company.

**You are requested to carry the following documents at the time of joining:-**

- 1 copy of passport size photo
- Any 2 valid ID cards
- Valid Educational Certificates and Experience certificates copies
- Passbook front page copy

Lakshmi, we are excited by the prospect of you joining our Company.

Sincerely,

**For Oxdu Integrated Media School,**

**Hibha P N**

**HR Manager**

