

OFFER LETTER

07/07/2025

Dear Shanuj,

On behalf of **Oxdū Integrated Media School, Calicut**, I am pleased to offer you employment as a **Graphic Designig Faculty** effective from **07/07/2025**. In that position, you will report to **HR Manager**.

The first batch during your employment will be considered as your probation. Extension or confirmation of your employment will be upon your performance. Your monthly salary will be **Rs. 35,000/-**. The Company's regular payroll process will pay your monthly compensation, and your performance will be subject to applicable tax and other withholdings. This position is full-time.

Probation Period: It is understood and agreed that the first batch during your employment shall constitute a probationary period, during which 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

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

Sincerely,
For Oxdū Integrated Media School,
Hibha P N
HR Manager



