



# Offer Letter

1 message

sa<sup>aurabh sahu</sup> <yashiitservices@gmail.com>  
To: Harshita Barfa <harshitabarfa3@gmail.com>

Wed, 12 Mar 2025 at 1:08 pm

Yashi IT Services  
[www.yashiitservices.in](http://www.yashiitservices.in)  
Date: 25th February 2025

Dear Harshita Barfa,

We are pleased to offer you the position of Web Designer at Yashi IT Services, with a joining date of 15th February 2025. Your compensation will be a monthly salary of ₹1500, which will be subject to performance-based adjustments. Please note the following terms and conditions for your role:

- 1. **Working Hours:** A minimum of 8 hours per day is expected. If any work is pending, you are required to complete it, even if it extends beyond the normal working hours.
- 2. **Leave Policy:** If you take more than 5 days of leave in a month, your full month's salary will be deducted.
- 3. **Salary Adjustments:** Your salary is performance-based, and adjustments will be made according to the quality and efficiency of your work.
- 4. **Daily Reporting:** You are required to update your attendance and work progress via WhatsApp on a daily basis.
- 5. **Discipline:** You are expected to maintain discipline at all times while adhering to the rules of the company.
- 6. **Termination Clause:** We reserve the right to terminate your employment at any time if your work performance does not meet the expected standards.

We are excited to have you join the team and look forward to your valuable contributions. Please reply with "I accept" to confirm your acceptance.

Sincerely,  
Saurabh Sahu  
Founder  
Yashi IT Services