

Employment Offer Letter

Product Designer

Date: 12 December 2025

To:

Siti Nurhaliza
Jln. Pemuda No 105 Rawamangun
Jakarta Timur, Indonesia

Dear Siti Nurhaliza,

We are pleased to extend to you this official offer of employment for the position of **Product Designer** at our company. Your experience in high-scale product environments, strong design systems capability, and the maturity of your communication style demonstrate a level of expertise that aligns with the standards of our design team.

Position Details

- Job Title: Product Designer
- Employment Status: Full-Time
- Reporting To: Hiring Manager
- Start Date: 6 January 2026 (or earlier upon mutual agreement)

Compensation

- Base Salary: IDR 18,000,000 per month
- Salary Status: Within approved budget range
- Payroll Schedule: Monthly
- Employment Type: Permanent Employee

Benefits

You will be eligible for our standard employee benefits program, including but not limited to:

- Health insurance coverage
- Annual leave and paid holidays
- Employee training and development programs
- Performance-based bonus eligibility

Work Expectations

As a Product Designer, you will:

- Lead and execute end-to-end design processes
- Collaborate closely with cross-functional teams
- Develop and maintain design systems
- Conduct user-centered design iterations
- Support product delivery with documentation and prototypes

Conditions of Employment

This offer is contingent upon completion of onboarding documentation, verification of legal documents, and signing of confidentiality and IP agreements.

Acceptance of Offer

To accept this offer, please sign below and return the document within 7 days of issuance.

Accepted By: _____

Name: Siti Nurhaliza

Date: _____