

## 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: \_\_\_\_\_