

**Offer Letter**

Date Issued: 25 Oct' 24

Himanshu Hudda  
Contact Number: +91-9084240065  
Email:- [himanshuhudda41@gmail.com](mailto:himanshuhudda41@gmail.com)

Dear Himanshu,

We thank you for the time taken to attend our interview process. We welcome you to Asv Consulting Services Pvt. Ltd. company.

Reporting Time: 9:00 AM  
Reporting Office: # B06, H-169, Sector 63, Noida, Uttar Pradesh 201301  
Nearest Metro: Noida Electronic City

We are delighted to extend the offer for the position of **Graphic Designer Intern for 6 months**, the initial 1 to 3 months you would be under paid 3000/M intern and after completing 3 months your monthly salary will be 5000/M for next 4 to 6 months, after completing 6 months your salary will be decided on the basis of your performance that would be between (8000 to 12000/M) **As mention in Annexure A.**

**“Annexure A”**

Pay period	Stipend per Month
1 to 3 Months	3000/M
4 to 6 Months from Date of joining	5000 to 8000/Month
After Completion of 6 months & on-boarding	8000 to 12000/Month (on basis of your Performance)*

\*Subject to performance

This letter confirms our offer with respect to your employment, subject to your being found medically fit.

Your anticipated start period will be **14 Sept 2024**. In case you do not join by **16 Sept 2024**, this offer of appointment will stand to be canceled and withdrawn.

There will be one month of notice period to be served as per Exit Policy. Your appointment will be on probation basis initially for 6 months after successful onboarding.

You will be eligible for Performance Appraisal review after successful completion of 12 months' subject to your performance and performance of the Company as a whole. This is purely at the discretion of the Management.

**Duties:**

- **Creating Visual Concepts:** Developing ideas and layouts for projects such as advertisements, brochures, websites, and social media graphics.

- **Using Design Software:** Proficiently using tools like Adobe Creative Suite (Photoshop, Illustrator, InDesign) to create and edit graphics.
- **Collaborating with Clients:** Working closely with clients to understand their needs, goals, and target audience.
- **Presenting Designs:** Preparing and presenting design concepts to clients and stakeholders for feedback and approval.
- **Brand Development:** Designing logos and visual identities that align with a brand's message and values.
- **Maintaining Design Consistency:** Ensuring all materials are cohesive and adhere to brand guidelines.
- **Managing Projects:** Overseeing multiple projects from concept to completion, often under tight deadlines.
- **Staying Current:** Keeping up with design trends, tools, and technologies to ensure work is modern and relevant.
- **Conducting Research:** Gathering information about target audiences and market trends to inform design choices.
- **Creating Mockups and Prototypes:** Developing visual representations to demonstrate how final products will look.

**To the fullest extent permitted by law, you agreed to keep the terms of this letter confidential and agree not to share them with anyone except with your immediate family members, personal, financial and legal advisors.**

We believe you are capable of making an outstanding contribution and we can offer you a challenging and rewarding career at Asv Consulting Services Pvt. Ltd.

Sincerely,

Accepted and Agreed



For Asv Consulting Services Pvt. Ltd.  
Director

Dated: \_\_\_\_\_