

Date: August 07, 2025

To
Malavika TS
Povil Kandegath House,
Thirunellur P.O,
Puvathur,
Thrissur Dist,
Kerala, India,
PIN - 680508

Subject: Offer of Employment as Graphic Designer

Dear Malavika TS,

We are pleased to offer you the position of **Graphic Designer** with **Wynxio Technologies LLC**, headquartered in the United States and operating remotely in India. Your joining date will be **August 10, 2025**.

1. Compensation

You will be offered a monthly gross salary of **INR 25,000 (Rupees Twenty-Five Thousand only)**. This will be paid on the last working day of every month via bank transfer.

2. Work Location and Timings

You are expected to work **remotely from India**. Working hours will follow standard business hours unless otherwise communicated based on project needs or client coordination.

3. Roles and Responsibilities

As a Graphic Designer, your primary duties will include:

- Creating visual content for digital and print platforms.
- Designing social media assets, branding materials, web graphics, and marketing collateral.
- Collaborating with the marketing and content teams.
- Ensuring brand consistency across all visual outputs.

You are expected to adhere to quality standards and deadlines for all deliverables.

4. Equipment

Any company-provided tools, software, or hardware assets must be used solely for official purposes. If any such accessories are issued, they must be returned in good condition upon resignation or termination of employment.

5. Notice Period

In the event of resignation or termination, a **one-month notice period** is required from either party. Failure to comply may result in deduction of salary in lieu of notice.

6. Confidentiality and Data Privacy

You will be required to:

- Maintain the confidentiality of all proprietary and sensitive information.
- Not share or misuse any client or internal data during and after the tenure of employment.
- Sign a separate **Non-Disclosure Agreement (NDA)** upon joining.

Breach of confidentiality will be considered a serious violation and may result in disciplinary or legal action.

7. Code of Conduct

You are expected to:

- Abide by all company policies and uphold professional conduct.
- Communicate respectfully and respond promptly in team interactions.
- Refrain from any misuse of company resources or client content.

8. Termination

Wynxio Technologies Inc. reserves the right to terminate employment due to:

- Performance issues
- Misconduct
- Violation of policies

Termination will follow due process, and a notice or compensation will be provided accordingly.

Wynxio Technologies

LLC 30 N GOULD ST STE R, SHERIDAN, WY, USA 82801

Email: hr@wynxiotech.com | Website: www.wynxiotech.com | Phone: +91 6238883766 (India)

We believe your skills and creativity will be a great addition to our team. Please respond with your acceptance to proceed with onboarding.

We are excited to welcome you to our growing team. Please confirm your acceptance by signing and returning a copy of this letter by August 8, 2025.

For any queries, contact us at hr@wynxiotech.com or +91 6238883766.

We look forward to having you onboard and contributing to the growth of Wynxio Technologies.

Warm regards,
HR Manager
Wynxio Technologies LLC ,
30 N GOULD ST STE R,
SHERIDAN,
WY,
USA 82801

Email: hr@wynxiotech.com |
Website: www.wynxiotech.com
Phone: +91 8848338568 (India)

Acknowledgment & Acceptance

I, **Malavika TS**, have read and understood the terms and conditions of this offer and hereby accept the position of **Graphic Designer** at Wynxio Technologies Inc., effective August 10, 2025.

Signature: _____

Date: _____