



## ELITE TALKERS

AB 32-Shalimar Bagh  
Delhi- 110088  
Elitetalkers2@gmail.com  
+919958358471

**Candidate Name: Nitesh Bhandari**  
**Contact Number : 7409309670**

**Dear Nitesh,**

We are pleased to extend an offer of employment for the position of **Leading Graphic Designer at Elite Talkers Spoken English Platform**. We were impressed after carefully reviewing your profile and considering your skills and dedication, we believe that you will be a valuable addition to our dynamic team.

**Position: Leading Graphic Designer**

**Salary: INR 3.60 LPA**

**Working days: 6 days/Week**

**Key Responsibilities:**

**Leading Graphic Designer :**

1. Study design briefs and determine requirements.
2. Schedule projects and define budget constraints.
3. Conceptualize visuals based on requirements.
4. Prepare rough drafts and present ideas.
5. Develop illustrations, logos and other designs using software or by hand.
6. Use the appropriate colours and layouts for each graphic.
7. Work with copywriters and creative director to produce final design.
8. Test graphics across various media.
9. Amend designs after feedback.
10. Ensure final graphics and layouts are visually appealing and on-brand.

**Terms and Conditions:**

1. **Start Date:** Your anticipated start date will be **16th June 2024**.
2. **Salary:** You will be paid a monthly base salary of **INR 3.6 LPA**
3. **Work Schedule:** This is a full-time remote position with flexible work hours, you will be expected to adhere to an **8 to 9 hrs/day** work schedule.
4. **Probation Period:** Your employment will be subject to a **1-month probationary period (30 days)** from the date of your joining during which your performance will be evaluated.
5. **Lock-In Period:** Upon accepting this offer, you agree to a lock-in period of six (6) months from your start date. During this period, you are expected to fulfil your duties and responsibilities with Elite Talkers.
6. **Consequences of Early Termination:** If you choose to terminate your employment before the completion of the lock-in period, there will be pro-rata deductions from final settlement.
7. **Review and Evaluation:** At the conclusion of the lock-in period, your performance and contributions will be reviewed. Based on a successful review, the lock-in period restrictions will no longer apply.

8. **Equipment and Software:** You will be provided with the necessary software required for your role.
9. **Reporting:** You will report directly to **Aman Maskeen** and share your PTT (Plan Tomorrow Today) and EOD (End of the Day) Report timely without any fail.
10. **Performance Reviews:** Regular performance reviews will be conducted to discuss your progress and address any concerns.

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**Benefits:**

1. **Flexible Work Hours:** We allow our employees to set flexible working hours, accommodating their personal preferences and needs.
2. **Flexible Leave Policies:** We offer policies that allow for flexible leave options:  
**One day off per week:** You are entitled to one day off per week, allowing flexibility for you to choose the day based on your needs. To streamline scheduling and meet operational requirements, please communicate your preferred day off to your supervisor in advance.  
a. **Casual or Personal Leave:** Additional leave for any personal reasons or emergencies.
3. **Remote Team Building Activities:** We also organize virtual team-building activities, happy hours, or casual online get-togethers to foster team camarade

**Please note:**

1. This offer is contingent upon the successful completion of any background checks or verifications required by our company policies.
2. Any confidential information or intellectual property developed during your employment with Elite Talkers Spoken English Platform will be the property of the company.
3. **Pay Cycle:** Your salary will be disbursed between 1st - 5th of each month.
4. **Payment Method:** Your salary will be directly deposited into the bank account specified in your employment records.

For any further information/clarifications please feel free to contact us.

We at Elite Talkers wish you success and look forward to your having a long and rewarding career with us!

Yours Faithfully,



**Aman Maskeen**  
CEO & Founder  
Elite Talkers  
elitetalkers2@gmail.com  
+919958358471

**Employee:**  
Signature:

Name:  
Date:

