

OFFER LETTER - HR/OFFICE ASSISTANT

Close Digit LLP

503, Kailash Heights,
Near Jakat Naka Circle,
Jamnagar, Gujarat, India
14 Dec 2024

Khushi Jobanputra

Subject: Offer of Employment for the Position of HR cum Office Assistant

Dear Khushi Jobanputra,

We are pleased to offer you the position of **HR cum Office Assistant** at **Close Digit LLP**, Jamnagar Office. After carefully evaluating your skills and potential, we are confident that you will be a valuable addition to our team.

Details of the Offer:

- **Position:** HR cum Office Assistant
- **Job Location:** Jamnagar Office
- **Start Date:** 1st January 2024
- **Working Hours:** 9:45 AM to 7:15
- **Compensation:**
 - ₹5,000 per month for the first three (3) months during the probation period.
 - ₹8,000-₹12,000- per month for the following six (6) months, subject to satisfactory performance during the probation period.

Probation Period:

Your employment will include a Training + Probation period of three (3) months, during which your performance and alignment with company expectations will be evaluated. Upon successful completion of the training + probation period, your compensation will be revised to ₹8,000-₹12,000 per month for the subsequent six (6) months.

Key Responsibilities:

In this role, you will be responsible for managing HR operations, coordinating recruitment, ensuring smooth office administration, maintaining employee records, and supporting day-to-day office tasks.

Terms and Conditions:

1. You will be required to adhere to the policies and procedures of Close Digit LLP as outlined in the employee handbook and company regulations.
2. Confidentiality and integrity are of utmost importance in this role. Any breach of confidentiality may lead to termination of employment.
3. This offer is contingent upon the successful completion of reference checks and submission of required documents.



Confirmation of Acceptance:

Please confirm your acceptance of this offer by replying to this email with your acknowledgment no later than 17 Dec 2024. If you have any questions or need further clarification, feel free to reach out to me directly.

We are excited to welcome you to the Close Digit LLP family and look forward to seeing the positive impact you will bring to our team.

Yours sincerely,
Chirag Kanjariya
Designated Partner
Close Digit LLP