Studio HA, 244, frontier colony, Adarsh nagar, Jaipur- 302004
E : admin@studioha.in T : 9468925186 W: www.studioha.in

APPOINTMENT LETTER

Date –12th May 2025

To,
Ashish Kumar Verma,
Tholai, Tehsil-Jamwa Ramgarh
Jaipur, Rajasthan

Subject: Appointment Letter for the Position of Office Assistant

Dear Ashish Kumar Verma,
We are delighted to confirm your appointment as a Office Assistant at Studio HA, effective from your joining date, 12th May 2025. We are excited to welcome you to our team and are confident that your expertise will significantly contribute to our ongoing projects and overall success.

Terms and Conditions of Employment:

1. **Salary:**
   You will receive a fixed salary of Rs. 21000/- (Rupees Twenty One Thousand only) per month

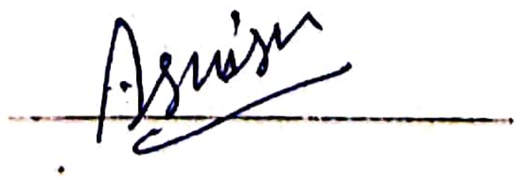
2. **Retention Bonus :**
   An additional amount of Rs. 12,000/- (Twelve Thousand only) will be paid after serving 12 salary cycles, provided you have completed the full period without any breach of terms and condition. This amount is over and above the per month salary and will be paid once in the entire tenure.

3. **Location:**
   Your primary workplace will be in Jaipur, Rajasthan, where you will be required to work offline.

4. **Employment Policies:**
   Your employment will be governed by Studio HA's terms and conditions as set forth in the employee handbook and other relevant regulations. You are expected to adhere to the organization's rules and policies.

5. **Policy Updates:**
   Any updates or revisions to Studio HA's company handbook, rules, or policies will be valid and applicable to you. You are responsible for staying informed about any changes made and complying with them.

6. **Immediate Termination Provisions:**
   Employment at Studio HA may be terminated immediately for reasons including, but not limited to, misbehavior or misconduct towards Studio HA employees or employers, or any breach of Studio HA's policies and rules. In such cases, the heads of the organization will determine whether the termination will be immediate.

Signature : 

Scanned with OKEN Scanner

Studio HA, 244, frontier colony, Adarsh nagar, Jaipur- 302004
E : admin@studioha.in T : 9[illegible]5186 W: www.studioha.in

7. **Acceptance:**
This letter is contingent upon your acceptance of the terms outlined herein. Please sign and return a copy of this letter within 24 hours to confirm your acceptance of this offer.

8. **Disclaimer:**
Please note that this appointment is subject to Studio HA's discretion and can be withdrawn at any time prior to the commencement of your employment. The position will be filled on a first-come, first-served basis in terms of acceptance.

We look forward to having you on the Studio HA team and are excited to see the impact you will make. If you have any questions or need further clarification regarding your role or the terms of this appointment, please feel free to reach out.

Welcome aboard!

Sincerely,
For Studio HA

12/05/2025

Ar. Hemanshu Taneja
Proprietor, Studio HA

Acknowledgment :

I, Ashish Kumar Verma, hereby accept the offered position and the terms and conditions stated above for employment with Studio HA.

Signature : Ashish

Date : 12/05/2025

Immediate Lead name : Ar. Aditi Taneja (to be filled by HT)

Scanned with OKEN Scanner