



Graphic / Web Designer

Offer of Provisional Employment

12 Jul. 2022

July 12th, 2022.

Samuel Odimegwu
30 Princewill Close,
Ifite, Awka,
Anambra State.

Dear Samuel,

Offer of Provisional Employment with The Ultigraph Designs

Sequel to your application for the role of graphics/web designer, we are pleased to inform you that your suitability for the job role has been approved and we are glad to bring you on board as a full remote staff of this noble company.

You are by this letter offered the role of **GRAPHIC AND WEB DESIGNER** effective 18th July, 2022 for a **PROBATIONARY PERIOD OF 3 MONTHS**, subject to satisfactory performance.



While on this Job role, your functions shall include but not limited to the under listed as you may be required to perform any reasonable employment task given by a superior as would be assigned to you from time to time:

- Management of all assigned clients' projects from conception to delivery.
- Creation and management of digital and print designs for clients' branding and marketing needs.
- Ensure due compliance and completion of all delegated projects.
- Ensure maximum collaboration with the Creative Director and fellow designers to develop great visuals and high-quality graphic content for clients and for company promotions.
- Ensure the submission of assigned projects to the Creative Director 24 hours before deadline for final approval.
- Amendment of designs after feedback.
- Creating designs and layout of a website or web pages.
- Designing, building and improving on clients' websites or other assigned websites.
- Keeping up to date with technological and software developments.
- Conceptualising creative ideas for clients.
- Designing visual imagery for websites and ensuring they are in line with branding for clients.
- Communicating design ideas using user flows, process flows, site maps and wireframes.
- Designing sample pages including colours and fonts.
- Preparing design plans and presenting website structures.

Remuneration

Your monthly salary is **₦30,000**

Promotions and increment shall be prompted depending on company's overall progressive performance and your contributions towards it. The amount shall be subject to management's decision.

While in employment, you will be required to operate under the following terms and conditions:

1. You will report directly to THE CREATIVE DIRECTOR and report in his absence, business related issues to whosoever shall be deemed fit.
2. Your normal work hours are from 9am to 5pm daily from Mondays to Fridays.
3. While in the company's employment, you are not to engage in private business within the company that is in competition with the company. This and any in semblance of it shall result to immediate termination of appointment as the least sanction.
4. Work in the company is of confidential nature, you may not, without the Management's consent, disclose to third parties, information coming into your possession in the course of your employment
5. Should you be found, at any time to be guilty of gross misconduct or any act capable of bringing the company's name into disrepute; to have been convicted of criminal offence or to have submitted false information or records; disclosing company secrets or confidential information available to you in view of your employment with the company, appointment will be summarily terminated without compensation.
6. You are entitled to (10) working days annual leave which can only be taken after Six (6) months of working with us.

Client-Project Protection Policy

1. As a team member of Ultigraph Designs, you must understand that we hold all our clients in high esteem and do not share their completed projects on social media platforms without due permission.
2. These Completed projects can only be shared publicly on Social Media ONLY with the approval by the Creative Director.
3. We do not share ALL completed projects. Some projects are not made public for some reasons.

Social Media Policy On Project Sharing

1. While sharing any completed project on any social media platforms, The Ultigraph Designs social media page MUST be tagged to the post.
2. When people indicate interest to take on any project with us, they MUST be directed to the right authority to be taken care of in a professional way.
3. You are not allowed to take in the project all by yourself and work on it in secrecy. Kindly refer to (3) of the terms and conditions.

Please Note

Your stake grows in the company when you bring in more clients. This ultimately leads to better rewards, promotion and growth in your career.

Bond / Oath of Confidentiality

You agree not to disclose any confidential information learned in the course of your employment about the Company & associated Companies of the firm or about its clients or about the personal affairs of your superiors to anybody outside the firm both during and after your term of employment.


Upon your acceptance, this letter will contain the entire agreement and understanding between you and the Company and supersedes any prior agreements, understandings, communications, offers, representations, warranties, or commitments by or on behalf of the Company (oral or written). The terms of your employment may in the future be amended, but only by writing and which is signed by both you and, on behalf of the Company, by a duly authorized officer.

Kindly let us know of your decision to join **THE ULTIGRAPH DESIGNS** by signing a copy of this offer letter and returning it to us not later than 18th July, 2022. Your offer is contingent upon your (1) signing of this letter; and (2) receipt of your guarantor's form from your Referees.

You hereby represent to the Company that you are under no obligation or agreement that would prevent you from becoming an employee of the Company or adversely impact your ability to perform the expected services.

Congratulations and welcome on board.

Sincerely,



Chinaza Obinwugo C.

Creative Director

Employment on the terms set out in this letter is accepted.

Sign: 

Name: Samuel Odimegwu Chinedu

Date: 13/07/2022