**{{letter\_date}}**

{{full\_name}}

{{email}}

Dear {{first\_name}},

Subject: **Internship Agreement Offer Letter – Academic Mentor Intern**

**Congratulations!**

We are pleased to offer you the position of Academic Mentor Intern at UnlockDiscounts.

UnlockDiscounts is an affiliate e-commerce platform offering amazing discounts on various apparel, electronics, university courses, and more. Join us on our mission to become a one-stop destination for all discounted products!

**Agreement:**

You agree to accept the remote **Academic Mentor Intern** position at **UnlockDiscounts** for three months, from **{{start\_date}} till {{end\_date}}**. As an Academic Mentor Intern at UnlockDiscounts, you will be responsible for delivering engaging and interactive classes for students (1st to 5th standard), ensuring conceptual clarity, and fostering a love for learning.

**Internship Benefits:**

* Training by industry experts to build practical teaching skills.
* Comprehensive guidance on handling young learners effectively.
* Hands-on teaching experience to apply concepts in real scenarios.
* Flexible work schedule suitable for remote participation.
* Exposure to modern teaching methods and learning tools.
* Mentorship and feedback throughout the internship.

**Terms of the Internship:**

* This is an **unpaid** internship.
* Working hours: 9:00 am to 6:00 pm [Monday to Friday]
* A notice period of one week is required in case of resignation.
* Interns are allowed 2 days of leave per month (inclusive of casual, sick, and bereavement leaves). A medical note is required for sick leave beyond one day. For any extended leaves, a discussion with the reporting manager is mandatory.
* To recover the costs associated with training and onboarding, a penalty of **₹499** will be applicable if you leave the organization or fail to complete the mandatory full-time tenure of 3 months.
* Absence without prior notice or approval from the reporting manager is prohibited and may result in termination.
* Harassment and bullying are strictly prohibited and can result in immediate termination.

To accept this offer, please respond to this email by today. For any questions or further information, please contact us at info@unlockdiscounts.com.

We look forward to welcoming you to our team and achieving great results together!

**Sincerely,**

**HR Team**

**UnlockDiscounts**