**{{letter\_date}}**

{{full\_name}}

{{email}}

Dear {{first\_name}},

Subject: **Internship Agreement Offer Letter – Graphic Design Intern**

**Congratulations!**

We are pleased to offer you the position of **Graphic Design 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 **Graphic Design Intern** position at **UnlockDiscounts** for ***three*** ***months***, from **{{start\_date}} till {{end\_date}}.** As a Graphic Design Intern at UnlockDiscounts, you will collaborate with our marketing and creative teams to develop visually compelling assets for digital campaigns, social media, and product promotions. You will gain hands-on experience in branding, UI/UX, content visuals, and working with creative tools in a fast-paced e-commerce environment.

**Internship Benefits:**

* Relevant training will be provided by industry experts.
* Work directly with the marketing and design teams on real campaigns.
* Build a diverse portfolio with a wide range of creative projects.
* Internship certificate at the end of tenure.

**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**