**{{letter\_date}}**

{{full\_name}}

{{email}}

Dear {{first\_name}},

Subject: **Internship Agreement Offer Letter – Human Resource Intern**

**Congratulations!**

We are pleased to offer you the position of **Human Resource 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 **Human Resource Intern** position at **UnlockDiscounts** for *three months*, from **{{start\_date}} till {{end\_date}}.** As a Human Resource Intern at UnlockDiscounts, you will assist with recruitment, employee onboarding, and HR processes. You’ll gain experience in talent acquisition, employee relations, and HR strategy while learning the ins and outs of a fast-paced work environment.

**Internship Benefits:**

* Relevant training will be provided by industry experts.
* Lead recruitment and onboarding efforts while collaborating with the HR team.
* Gain experience in talent management and project coordination.
* 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**