**{{letter\_date}}**

{{full\_name}}

{{email}}

Dear {{first\_name}},

Subject: **Internship Agreement Offer Letter – Operations Manager Intern**

**Congratulations!**

We are pleased to offer you the position of **Operations Manager 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 **Operations Manager Intern** position at **UnlockDiscounts** for *three months*, from **{{start\_date}} till {{end\_date}}.** As an Operations Manager Intern at UnlockDiscounts, you will assist in coordinating daily business operations, optimizing workflows, and supporting strategic initiatives. You’ll gain experience in cross-functional collaboration, process improvement, and operational planning while learning the ins and outs of a dynamic e-commerce environment.

**Internship Benefits:**

* Lead daily operations coordination while working with the core operations team.
* Gain hands-on experience in workflow optimization and strategic planning.
* 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**