**25th May 2025**

Manan Navya Tyagi

navyajaidka33@gmail.com

Dear Manan,

Subject: **Freelancing Agreement Offer Letter – Accounts Assistant**

**Congratulations!**

We are pleased to offer you the position of **Accounts Assistant** 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 **Accounts Assistant** position at **UnlockDiscounts.** As discussed during your interview**,** your joining date is from **31st May 2025.** We believe your skills and experience makes you an ideal fit for our organisation.As an Accounts Assistant at UnlockDiscounts, you will assist with Tax planning and strategies, Preparing and filing tax returns, communicating tax related matters with clients, and tax compliance and risk management.

**Freelance Benefits:**

* Improvement in communication skills through interaction with colleagues, management, and external parties.
* Develop hands-on experience in accounting principles, practices, and software.
* Improve organisational skills, attention to detail and time management.
* Work closely with accounting teams, fostering collaboration and teamwork.

**Terms of the Agreement:**

* This is a performance based freelancing job.
* Working hours: 9:00 am to 6:00 pm [Monday to Friday]
* A notice period of two weeks is required in case of resignation.
* Freelancers 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.
* 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**