**16th May 2025**

Navya manan Jaidka

navyajaidka33@gmail.com

Dear Navya,

Subject: **Internship Agreement Offer Letter – Content Writer Intern**

**Congratulations!**

We are pleased to offer you the position of **Content Writer 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 **Content Writer Intern** position at **UnlockDiscounts** for *three months*, from **17th May 2025 till 31st May 2025.** As a Content Writer Intern at UnlockDiscounts, you will gain hands-on experience in content creation, writing blogs, articles, and marketing copy, optimizing content for SEO, and collaborating with the marketing team to drive engagement and brand visibility.

**Internship Benefits:**

* Work closely with experienced content creators and marketers.
* Enhance your portfolio with real-world writing and content marketing 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 two weeks 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.
* If you leave the organization or fail to complete the mandatory 3 months full-time tenure,

You will be required to pay a penalty of **₹199** to the organization.

* 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**