**{{letter\_date}}**

{{first\_name}} {{middle\_name}} {{last\_name}}

{{email}}

Dear {{first\_name}},

Subject: **Internship Agreement Offer Letter – Cinematic Video Editing Intern**

**Congratulations!**

We are pleased to offer you the position of **Cinematic Video Editing 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 **Cinematic Video Editing Intern** position at **UnlockDiscounts** for *three months*, from **{{start\_date}} till {{end\_date}}.** As a Cinematic Video Editing Intern at UnlockDiscounts, gain hands-on experience with industry-standard software, and collaborate on exciting visual projects. Ideal for creative individuals with a passion for storytelling and a basic knowledge of video editing tools.

**Internship Benefits:**

* Work on video editing projects with the content team.
* Gain experience in editing software and post-production.
* 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**