**{{letter\_date}}**

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

{{email}}

Dear {{first\_name}},

Subject: **Internship Agreement Offer Letter - Data Analyst Intern**

**Congratulations!**

We are pleased to offer you the position of **Data Analyst 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 **Data Analyst Intern** position at **UnlockDiscounts** for ***three*** ***months***, from **{{start\_date}} till {{end\_date}}.** As a Data Analyst Intern at UnlockDiscounts, you will work closely with the analytics team to gather, analyze, and interpret data to support business decisions. You’ll gain hands-on experience with data visualization tools, reporting, and analytical projects, while learning the essentials of a fast-paced, data-driven environment.

**Internship Benefits:**

* Work on real-time data projects and create meaningful dashboards and reports.
* Gain experience in data analysis, visualization, and business insights generation.
* 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 organisation or fail to complete the mandatory 3 months full time tenure. You will be required to pay a penalty of **₹199** to the organisation.
* 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**