**{{letter\_date}}**

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

{{email}}

Dear {{first\_name}},

Subject: **Freelancing Agreement Offer Letter – Tax Executive**

**Congratulations!**

We are pleased to offer you the position of **Tax Executive** 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 **Tax Executive** position at **UnlockDiscounts.** for *three months*, from **{{start\_date}} till {{end\_date}}.**We believe your skills and experience makes you an ideal fit for our organisation.As a Tax Executive 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:**

● Lead the Tax department.

● Gain experience in Tax planning and client coordination.

● Regular payments can be expected, based on performance and industry standards.

**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**