**{{letter\_date}}**

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

{{email}}

Dear {{first\_name}},

Subject: **Agreement Offer Letter – Team Lead**

**Congratulations!**

We are pleased to offer you the position of **Team Lead** 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 **Team Lead** position at **UnlockDiscounts** for *three months*, from **{{start\_date}} till {{end\_date}}.** As a Team Lead at UnlockDiscounts, you will gain valuable leadership experience by managing a team of content creators, coordinating content strategies, and overseeing the production of blogs, articles, and marketing copy.

**Agreement Benefits:**

* Develop leadership skills by managing and mentoring a team of interns or junior staff.
* Gain hands-on experience in strategic planning, decision-making, and problem-solving.
* 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**