**{{letter\_date}}**

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

{{email}}

Dear {{first\_name}},

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

**Congratulations!**

We are pleased to offer you the position of **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 **Video Editing Intern** position at **UnlockDiscounts** for *three months*, from **{{start\_date}} till {{end\_date}}.** As a Video Editing Intern at UnlockDiscounts, you will gain hands-on experience in video production by supporting the creation of engaging content, editing videos to align with brand guidelines, assisting in post-production processes and contributing to enhancing the company’s digital presence through creative visuals.

**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**