



Offer Letter of Remote Internship

24th October 2025

sumaiyaa.tasnim.18@gmail.com

Dear Sumaiya Tasnim,

We are thrilled to extend this formal offer of an early internship position with Excelerate for the role of **Business Operations Intern**. It is with great enthusiasm that we welcome you to our organization as a valued member of our team. Excelerate has a long-standing commitment to fostering talent, and we are confident that your dedication, passion, and eagerness to learn will make a significant contribution to our team and provide you with an enriching experience. This offer letter outlines the terms and conditions of your early internship, as well as the exciting opportunities that await you during your tenure with Excelerate.

As an **Business Operations Intern**, you will help us make data driven recommendations to our partners, while reporting to **Associate(s)** during the duration of your early internship.

TERMS AND CONDITIONS OF APPOINTMENT

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|-----------------------|------------------------------|
| 1. Designation | : Business Operations Intern |
| 2. Place of Work | : Remote |
| 3. Type of Position | : Early Internship |
| 4. Date of Joining | : 27th October 2025 |
| 5. Date of Completion | : 27th November 2025 |

1. Essential Functions of this Early Internship:

- Validate and verify business data with high accuracy.
- Execute onboarding workflows within defined timelines.
- Conduct quality checks to ensure compliance with platform standards.
- Re-engage inactive users and capture relevant feedback.
- Support customer retention and expansion initiatives through structured reporting.

2. Skills and Experience:

- Highly motivated, able to work independently and manage multiple projects
- Time management and planning skills
- Strong leadership and interpersonal skills
- Ability to motivate and foster team collaboration
- Excellent communication skills
- Strong presentation and persuasion/influence skills

3. Termination of Early Internship Service:

- Delayed or no submission of deliverables can lead to the termination of the early internship.
- During this early internship, if there is an instance of violation of the company's code of conduct, the management reserves the right to immediately terminate your early internship.

4. Internship Conduct and Confidentiality Guidelines:

- Interns must maintain strict confidentiality regarding all documents, materials, data, and communications shared during the internship. Unauthorized sharing or misuse of such materials is strictly prohibited.
- The use of inappropriate, offensive, or abusive language in any form of communication (written, verbal, or digital) will not be tolerated.
- Any behavior that may be deemed as harassment, discrimination, or intimidation towards co-interns, team members, or associates will result in immediate disciplinary action.
- Sharing internal meeting links, recordings, or proprietary resources with individuals outside the internship program is strictly forbidden and will be considered a breach of trust and security.
- Any violation of the above may lead to immediate termination from the internship and disqualification from all future opportunities with Excelerate. Depending on the severity, legal action may also be pursued.
- For more detailed information and guidelines, please refer to the complete Code of Conduct for Early Internships. [Click Here](#)

5. Resignation by Exceller:

- Uninformed absenteeism in meetings and unresponsiveness without any prior notice by mail to the Associates for two weeks and above will be automatically considered as voluntary resignation from this early internship.
- If you wish to resign from this early internship before the completion due to any circumstance, it has to be notified by mail to the assigned associate (CC-talent.discovery@4excelerate.org) at least a week before resignation.



6. Completion of the Early Internship:

- Throughout the early internship, you will be evaluated on a 360-Degree evaluation process by your managers and peers. Successful completion of the early internship will be subject to meeting the eligibility of evaluation criteria, which would be shared in detail during your orientation meeting.
- On completion of the early internship, and fulfilling all the prerequisites i.e., being active for all the 4 weeks of the early internship, submitting all the deliverables within the deadline, submitting the feedback and reflective video, and fulfilling the 360-Degree evaluation criteria, you will be provided with a completion certificate, and badge. Please note that there is no monetary compensation for the Virtual Early Internship. Upon successful completion of the early internship, you may receive a scholarship redeemable at the supporting partner institution.

You are required to join the **Onboarding Meeting scheduled for 27th October 2025**, failing which this offer will stand withdrawn. If this offer of early internship is acceptable to you as per the Terms and Conditions mentioned above, you are requested to return the duplicate copy of the offer duly signed by you on all pages as a token of your acceptance, failing which it will be presumed that you are not interested in this offer.

Sincerely,
Poonam Bhuria
People Empowerment Manager
Excelerate

Sumaiya Tasnim
27-10-2025
Your Signature with Date