

Internship Offer Letter

Date: 2 August 2025

To,
Dhruv

Greetings from Unessa Foundation!

We are pleased to extend this offer to you for the position of **Crowdfunding Intern** at **Unessa Foundation**, a registered non-profit organization committed to empowering underserved communities through holistic development, education, and social welfare programs.

This opportunity is more than a role—it is an invitation to be part of a mission that changes lives. At Unessa, we deeply value curiosity, empathy, accountability, and action. We see in you the potential to learn, grow, contribute meaningfully, and leave an impact that goes far beyond the screen or field.

We are excited to have you on board, and we are confident that this experience will not only help shape your future career but also empower you to make a tangible difference in society.

Your engagement will be governed by the terms and conditions set forth in **Annexure A** to this letter.

We look forward to your valuable contributions and wish you an enriching, inspiring, and purpose-driven journey with us.

Congratulations!



Sandeep Dwivedi
Co-Founder
Unessa Foundation



Annexure A: Terms and Conditions of Internship

The following terms and conditions shall govern your internship engagement with Unessa Foundation:

1. Position & Reporting Structure

You are being appointed as a **Crowdfunding Intern** at **Unessa Foundation**. A designated mentor will connect with you to provide guidance and evaluate your progress throughout the internship.

Your primary responsibility is to raise funds for the organization through your personal and extended network. Additionally, you may contribute to outreach, research, campaign execution, or other support tasks based on project needs.

2. Internship Commencement and Duration

Your internship will commence on and shall continue for a period of **one (1) month** unless otherwise extended or curtailed based on mutual agreement and performance.

3. Mode of Work

This internship will be conducted **remotely**, unless specified otherwise. You are expected to maintain regular communication with your mentor via digital channels such as WhatsApp, Zoom, or email.

4. Time Commitment

You are expected to devote sincere and consistent effort during your tenure. Any planned unavailability must be communicated and approved in advance to ensure alignment with project deliverables.

5. Confidentiality & Data Security

You shall maintain strict confidentiality regarding any information—verbal, written, or digital—that you come across during your internship. This includes data related to beneficiaries, partners, donors, internal reports, strategies, or any intellectual property of Unessa Foundation. Any breach of confidentiality or data misuse will be treated as a serious violation, resulting in immediate termination of the internship and possible legal recourse.

6. Ownership of Work

All content, research, materials, and intellectual property generated by you during the internship shall remain the exclusive property of Unessa Foundation. You shall not reuse, reproduce, or share this work outside the organization without written permission.

7. Communication Expectations

You are required to respond promptly to communications from your mentor and the organization. Regular updates on your progress must be shared when requested. Two-way, timely communication is critical to the success of this internship.

8. Professional Conduct

You are expected to conduct yourself with integrity, respect, and professionalism in all interactions—whether with team members, beneficiaries, or external stakeholders. Behaviour deemed inappropriate, unethical, or unprofessional may lead to immediate termination of the internship.

9. Termination Clause

Either party may terminate the internship by giving a **seven (7) day written notice**, without the need to cite specific reasons. However, the organization reserves the right to terminate your internship immediately in the event of misconduct, violation of terms, or breach of confidentiality.

10. Certification of Completion

Upon successful completion of the internship, fulfilling all assigned responsibilities to the satisfaction of your mentor and the organization, you shall be awarded an Internship Completion Certificate.

► Please note: This certificate must accompany this offer letter for the internship to be deemed valid and effective for any formal submission or recognition in professional or academic institutions.

11. Commitment to Impact

Unessa Foundation nurtures individuals who strive to go beyond what's expected. We highly value creative thinking, leadership, self-motivation, and a genuine commitment to serve society. This internship is your canvas—surprise us with your ideas, passion, and drive.

12. Performance & Incentives

This is a paid internship. You will receive a stipend equal to 20% of the total verified funds you raise, payable at the end of your internship.

Incentives are performance-based, and the complete structure is available on your intern dashboard. The more impact you create, the more you earn.

We hope this internship becomes a defining chapter in your journey of purpose and impact.

Let us build change—together.