Internship Offer Letter

Date: 26 Sept 2026

Place: Delhi

Dear Reeva,

We are delighted to welcome you as an **Intern – Social Media Marketing** at **Pledge A Smile Foundation**, under our flagship initiative **Project Seva**.

At Pledge A Smile, we are building a network of young changemakers, and we are excited to have you join us in creating sustainable social impact. We believe this internship will not only sharpen your skills but also give you meaningful insight into grassroots challenges and solutions.

Your internship tenure will be governed by the terms and conditions outlined in **Annexure A**.

We look forward to having you onboard. Kindly confirm your acceptance of this offer by replying to this email.

Congratulations!

Warm regards,



Manu Rao
Founder & Director
Pledge A Smile Foundation

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Annexure A – Terms and Conditions of the Internship

The following terms apply during your association with Pledge A Smile Foundation:

1. **Role & Reporting**
   You are being appointed as an **Intern – Social Media Marketing** under **Project Seva**.
   Your Reporting Manager will be **Srishti**.

2. **Internship Duration**
   Your internship begins on **27 Sept 2026** and ends on **27 Oct 2026**.

3. **Nature of Work**
   - Your primary responsibility will be **fundraising for Project Seva**.
   - You are expected to provide **daily/weekly updates** to your Reporting Manager.
   - All tasks and expectations will be communicated via designated channels.

4. **Work Mode**
   - This is a **remote online internship**.
   - Communication will be through **WhatsApp and email**.
   - You are expected to stay **responsive and maintain clear communication**.

5. **Intellectual Property & Data Confidentiality**
   - Any material or data developed by you during the internship is the intellectual property of Pledge A Smile Foundation.
   - Breach of data confidentiality will result in immediate termination.

6. **Code of Conduct**
   - Maintain professionalism and respect in all internal and external interactions.
   - Notify your manager in advance in case of unavoidable unavailability.

7. **Performance and Incentives**
   - This is a **performance-based internship**. Incentives, if any, will be communicated in the first week.
   - Top-performing interns will be eligible for a **Letter of Recommendation and bonus rewards**.
   - To get the perks, you have to raise at least Rs.2000.
   - Any donation made will be non refundable.

8. **Termination Policy**
   - Either party may terminate this internship with **7 days' notice**.
   - In case of breach of conduct, termination may be immediate.

9. **Completion Certificate**

- You will receive a Certificate of Completion upon successfully fulfilling the internship requirements.