

# Internship Acceptance Letter

Date: [Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

**Dear [Employer's Name],**

I am writing to formally accept the internship offer for the position of [Internship Position] at [Company Name]. I appreciate the opportunity and am excited to contribute to your team.

I acknowledge the terms discussed, including the following:

- Start Date: [Start Date]
- Duration of Internship: [Duration]
- Working Hours: [Working Hours]
- Compensation: [Compensation details, if applicable]
- Reporting to: [Supervisor's Name]

If there are any documents or further information you require from me before my start date, please let me know.

Thank you again for this amazing opportunity. I look forward to joining [Company Name] and learning from the team.

Sincerely,

[Your Name]