

Internship Acceptance Letter

Dear [Intern's Name],

We are pleased to inform you that you have been accepted for the internship position at [Company Name]. Congratulations!

Your internship will commence on [Start Date] and will run until [End Date]. You will be working in the [Department or Team Name] under the supervision of [Supervisor's Name].

Next Steps:

1. Please sign and return the attached internship agreement by [Deadline Date].
2. Complete the attached onboarding forms and submit them by [Deadline Date].
3. Attend an orientation session on [Orientation Date] at [Time] in [Location].
4. Prepare to bring your own laptop and any necessary materials for your first day.

We are excited to have you join our team and look forward to a productive and rewarding internship experience.

Best regards,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]