

Internship Acceptance Confirmation

Date: [Insert Date]

Dear [Intern's Name],

We are pleased to inform you that your application for the internship position at [Company Name] has been accepted. We appreciate your interest in our organization and look forward to having you join our team.

Your internship is scheduled to begin on [Start Date] and will conclude on [End Date]. Please report to [Location/Department] at [Time] on your start date.

If you have any questions or need further information, please do not hesitate to contact us at [Contact Information].

Congratulations and welcome aboard!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email]