

Internship Acceptance Letter

Date: [Insert Date]

Dear [Intern's Name],

We are pleased to inform you that you have been selected for the internship position at [Company Name]. We were impressed by your application and interview, and we are excited to have you join our team.

Please review the following details and let us know if you have any questions:

- Start Date: [Insert Start Date]
- Duration: [Insert Duration]
- Stipend: [Insert Stipend Details]
- Reporting Manager: [Insert Manager's Name]

Before you begin, we would like to clarify a few details:

1. What is the best way to contact you before your start date?
2. Do you have any specific goals or projects you hope to work on during your internship?
3. Are there any accommodations or support you would need to succeed in this role?

We look forward to your response and to welcoming you aboard!

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]