

Internship Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the internship position at [Company Name] that was offered to me on [Offer Date]. I am thrilled about the opportunity to contribute to your team and gain valuable experience.

As I prepare for my start date on [Start Date], I would appreciate it if you could provide me with further details regarding the following:

- The start and end dates of the internship.
- Any necessary paperwork or documentation I should complete prior to my start date.
- The schedule and expectations regarding working hours.
- Details about onboarding and training processes.

Thank you once again for this amazing opportunity. I look forward to your response and to beginning my internship with [Company Name].

Sincerely,

[Your Name]