

Internship Acceptance Confirmation

Date: [Insert Date]

Dear [Intern's Name],

We are pleased to inform you that you have been accepted for the internship position at [Company/Organization Name] as a [Internship Title]. This internship is scheduled to begin on [Start Date] and will conclude on [End Date].

This internship will provide you with academic credit towards your degree program at [University/College Name]. Your participation in this program will involve various responsibilities including [briefly outline responsibilities or projects].

We kindly ask you to confirm your acceptance of this internship offer by [Confirmation Deadline]. Please reply to this email and let us know if you have any questions regarding the internship or any related matters.

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]