

Internship Acceptance Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the offer for the [Internship Title] position at [Company Name]. I appreciate the opportunity and I am excited to contribute to your team.

I understand that my internship will begin on [Start Date] and conclude on [End Date]. I look forward to working at [Company Name] and gaining valuable experience in [specific area or department relevant to internship].

Thank you once again for this opportunity. Please let me know if you need any further information or documentation before my start date.

Sincerely,

[Your Name]