

# Internship Acceptance Confirmation

Date: [Insert Date]

Dear [Intern's Name],

We are pleased to inform you that you have been accepted for the internship program at [Company/Organization Name] in [Location]. We are excited to have you join our team and contribute to our projects.

Please find the details of your internship below:

- **Position:** [Internship Position]
- **Duration:** [Start Date] to [End Date]
- **Department:** [Department Name]

To confirm your acceptance, please sign and return the attached agreement by [Due Date]. We look forward to working with you and wish you all the best in your upcoming internship.

If you have any questions, feel free to reach out to us at [Contact Information].

Best regards,  
[Your Name]  
[Your Position]  
[Company/Organization Name]  
[Contact Information]