

Internship Acceptance Confirmation

Date: [Insert Date]

Dear [Intern's Name],

We are pleased to inform you that we have accepted your application for the part-time internship position at [Company Name]. Your start date is scheduled for [Start Date].

Please report to [Location] at [Time] on your first day. Your supervisor will be [Supervisor's Name], who will guide you through your orientation process.

We are excited to have you join our team and contribute to our projects. If you have any questions, feel free to reach out.

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]