

Internship Acceptance Confirmation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally confirm my acceptance of the internship position for the summer at [Company's Name] as discussed. I am excited about the opportunity to contribute to your team and gain valuable experience in [specific field or project].

As per our conversation, I understand that the internship will commence on [start date] and conclude on [end date]. I am looking forward to working under the guidance of [Supervisor's Name] and collaborating with the entire team.

Thank you once again for this opportunity. Please let me know if there are any further steps I need to complete prior to my start date.

Sincerely,

[Your Name]