

Internship Acceptance Confirmation

Date: [Insert Date]

Recipient Name
Recipient Position
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally confirm my acceptance of the internship offer for the technical role at [Company Name]. I am thrilled about the opportunity to contribute to your team and gain valuable experience in the field.

As discussed, I will begin my internship on [Start Date] and will be available for the duration of [duration] as agreed. Please let me know if there are any documents you need me to prepare or if there are any additional steps I should follow prior to my start date.

Thank you once again for this incredible opportunity. I look forward to joining the team and contributing to [specific project or goal].

Sincerely,
[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]