

Letter of Approval for Tech Internship Acceptance

Date: [Insert Date]

To: [Intern's Name]

[Intern's Address]

[City, State, Zip]

Dear [Intern's Name],

We are pleased to inform you that your application for the Tech Internship position at [Company Name] has been approved. We are excited to welcome you to our team and look forward to your contributions.

Your internship will commence on [Start Date] and will conclude on [End Date]. You will be working under the supervision of [Supervisor's Name], and your responsibilities will include [brief list of responsibilities].

Please confirm your acceptance of this offer by signing and returning this letter by [Response Deadline].

We look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]