

# Internship Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the technology internship position at [Company Name]. I am excited about the opportunity to contribute to your team and grow my skills in a dynamic environment.

I appreciate the offer of [insert salary, if applicable], and I confirm my start date as [insert start date]. Please let me know if there are any forms or documents that I need to complete prior to my start date.

Thank you once again for this incredible opportunity. I look forward to working with you and the entire team at [Company Name].

Sincerely,

[Your Name]