

Internship Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the internship position at [Company Name] for the [specific position title] starting on [start date]. I am excited about the opportunity to work with your team and contribute to [specific projects or goals related to the internship].

As discussed, I understand that my internship will run for [duration] and that I will be [mention any details like compensation, work hours, etc.]. I am eager to learn and gain valuable experience during my time at [Company Name].

Thank you once again for this opportunity. I look forward to joining your team and contributing to [Company Name].

Sincerely,

[Your Name]