

Internship Acceptance Acknowledgment

Date: [Insert Date]

To,

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to inform you that your application for the internship position at [Company Name] has been accepted. We are excited to have you join our team and contribute to our projects.

Your internship is scheduled to begin on [Start Date] and will conclude on [End Date]. Please report to [Location/Department] at [Time] on your first day. Further details regarding onboarding and orientation will be provided soon.

We look forward to your contributions and hope this internship will be a rewarding experience for you.

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]