

Internship Offer Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the internship offer for the [Position Name] position at [Company's Name]. I am thrilled for the opportunity to contribute to your team and gain valuable experience in [Field/Industry].

As discussed, I am looking forward to starting on [Start Date] and will do my best to uphold the values of [Company's Name]. Please let me know if there are any further steps I need to complete prior to my start date.

Thank you once again for this incredible opportunity. I am excited to be a part of [Company's Name].

Sincerely,

[Your Name]