

Letter of Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the internship offer for the Supply Chain position at [Company's Name]. I am grateful for this opportunity and excited to contribute to your team.

I confirm my start date as [Start Date] and agree to the terms outlined in the offer letter, including the internship duration and compensation.

Thank you once again for this opportunity. I look forward to working with you and contributing to the success of [Company's Name].

Sincerely,

[Your Name]