

# Internship Acceptance Notification

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to inform you that you have been accepted for the internship position at [Company Name]. We were impressed with your qualifications and believe you will be a valuable addition to our team.

Your internship will begin on [Start Date] and will conclude on [End Date]. You will be working under the supervision of [Supervisor's Name] in the [Department/Team Name]. Your responsibilities will include [Brief Description of Responsibilities].

Please confirm your acceptance of this internship by signing and returning this letter by [Confirmation Deadline].

We look forward to welcoming you to our team and are excited to see the contributions you will make during your time with us.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]