

Internship Offer Confirmation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally confirm my acceptance of the internship position offered to me at [Company's Name]. I am thrilled to have the opportunity to join your team as a [Internship Position Title], starting on [Start Date].

As discussed, I understand that my internship will involve [briefly outline key responsibilities or projects]. I am eager to contribute to the team and gain valuable experience during my time at [Company's Name].

Thank you once again for this opportunity. Please let me know if there is any paperwork or additional information needed from my side before my start date.

Sincerely,

[Your Name]