

Internship Position Acceptance

Date: [Insert Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the internship position at [Company Name] as discussed in our recent communication. I am excited about the opportunity to contribute to your team and gain valuable experience in [specific field/department].

As we discussed, I will be starting on [Start Date] and will be available to work [hours or days of the week]. I appreciate the trust you have placed in me and look forward to taking on the challenges ahead.

Thank you once again for this opportunity. I am eager to contribute my skills and learn from the team at [Company Name]. Please let me know if there are any documents or additional information you require prior to my start date.

Sincerely,

[Your Name]

[Your Contact Information]