

Internship Placement Acceptance Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the internship position offered to me at [Company Name] for the [specific program or department] starting on [start date]. I am incredibly excited about the opportunity to join your team and contribute to [mention any specific project or aspect of the company that excites you].

I appreciate the trust you have placed in me, and I am eager to learn and grow during my time at [Company Name]. Please let me know if there are any documents or further information you require from my side before the start date.

Thank you once again for this incredible opportunity. I look forward to working with you and the team.

Sincerely,

[Your Name]