

Internship Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the internship role at [Company Name] as [Internship Title], which I was offered on [Offer Date]. I am excited about the opportunity to contribute to your team and learn from the experienced professionals at [Company Name].

I understand that my internship will begin on [Start Date] and will conclude on [End Date]. I am committed to fulfilling all the responsibilities and duties required of me during this internship.

Thank you for this amazing opportunity. I look forward to working with you and your team.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]