

Internship Acceptance Acknowledgement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally acknowledge the acceptance of the internship offer for the [Position Title] at [Company's Name]. I am excited about the opportunity to contribute to your team and gain valuable experience in [specific field/area].

Thank you for this wonderful opportunity. I look forward to starting on [Start Date] and hope to meet and collaborate with everyone at [Company's Name].

Sincerely,

[Your Name]