

Internship Acceptance Confirmation

Date: [Insert Date]

To,

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to inform you that you have been accepted for the internship position at [Company Name] as discussed. We are excited to welcome you to our team.

Your internship will start on [Start Date] and will end on [End Date]. During this period, you will be working under the guidance of [Supervisor's Name] in the [Department/Team Name].

Please confirm your acceptance of this internship position by signing and returning a copy of this letter by [Confirmation Deadline]. If you have any questions, feel free to reach out to us at [Contact Information].

We look forward to working with you and wish you a successful internship experience.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]