

Job Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the offer for the intern position at [Company's Name]. I appreciate the opportunity and am excited to contribute to your team.

As discussed, I will start on [Start Date] and my internship will last [Duration]. I am looking forward to learning and gaining valuable experience at [Company's Name].

Thank you once again for this incredible opportunity. Please let me know if there is any paperwork or additional information you need from my side before I start.

Best regards,

[Your Name]