

Placement Confirmation for Internship

[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 confirm my acceptance of the internship position as a [Internship Title] at [Company Name], starting on [Start Date]. I am very grateful for this opportunity and am eager to contribute to the team.

Thank you once again for this opportunity. I look forward to working with you and learning from the team at [Company Name].

Sincerely,
[Your Name]