

Internship Offer Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[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 confirm my acceptance of the internship offer for the position of [Internship Title] at [Company's Name], as discussed in our recent conversation on [Date of Offer]. I am excited about the opportunity to join your team and contribute to [specific project or aspect of the company].

As per our discussion, I understand that the internship will commence on [Start Date] and will conclude on [End Date]. I appreciate the details provided regarding the responsibilities and expectations associated with this role, and I am eager to begin working with the team.

Thank you once again for this incredible opportunity. I look forward to learning and growing during my time at [Company's Name]. Please let me know if you need any further information from my side.

Sincerely,

[Your Name]