

Internship Acknowledgment Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge my internship placement at [Company Name] as a [Internship Position] starting on [Start Date]. I am grateful for this opportunity and am looking forward to contributing to the team while gaining valuable experience in [specific area or field].

Thank you once again for this incredible opportunity. I am excited to begin my internship and will ensure I make the most of this experience.

Sincerely,

[Your Name]