

Internship Application Acceptance

Dear [Applicant's Name],

We are pleased to inform you that your application for the internship position at [Company Name] has been accepted. We were impressed by your qualifications and believe that you will be a valuable addition to our team.

Your internship will begin on [Start Date] and conclude on [End Date]. You will be reporting directly to [Supervisor's Name], who will be in touch with you regarding the onboarding process and your first day of work.

Please confirm your acceptance by replying to this email by [Response Deadline]. If you have any questions, feel free to reach out.

We look forward to welcoming you to [Company Name]!

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]