

# Internship Acceptance Confirmation

Dear [Intern's Name],

We are pleased to inform you that we have accepted your application for the internship position at [Company Name]. We are excited to have you join our team and look forward to your contributions.

Your internship will commence on [Start Date] and will continue until [End Date]. Please report to [Location] at [Start Time] on your first day.

If you have any questions or need further assistance, please feel free to reach out to us at [Contact Information].

Once again, congratulations, and welcome to [Company Name]!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]