

Internship Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the internship position at [Company Name] as discussed in our previous communication. I am excited about the opportunity to contribute to [specific project or department] and to learn from such a talented team.

I confirm that I will be available for the internship from [Start Date] to [End Date], as outlined in our agreement. I am looking forward to starting on [Start Date] and will ensure that all necessary documentation is prepared before my start date.

Thank you once again for this opportunity. If there are any forms or further information you need me to provide, please let me know.

Sincerely,

[Your Name]