

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Employer's Name

Company Name

Company Address

City, State, Zip Code

Dear [Employer's Name],

I am writing to formally accept the internship offer for the position of [Internship Position] at [Company Name], which was offered to me on [Date of Offer]. I am thrilled about the opportunity to work with your team and contribute to [specific projects or goals of the company].

As mentioned, I will be starting on [Start Date] and I am looking forward to completing the internship over the [duration of the internship]. I am eager to learn and gain valuable experience in [specific field or area].

Thank you once again for this incredible opportunity. Please let me know if there are any documents or further information you need from my side prior to my start date.

Sincerely,

[Your Name]