

Acceptance of Internship Position

[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 position at [Company Name] for the [specific role] that we discussed. I am excited about the opportunity to contribute to your team and gain valuable experience in [specific field/area].

I confirm that I will be available to start on [start date] and will complete my hours as discussed. Please let me know if there are any documents or forms you require me to complete before my start date.

Thank you once again for this wonderful opportunity. I look forward to working with you and the team at [Company Name].

Sincerely,

[Your Name]