

Internship Acceptance Letter

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to inform you that you have been accepted into the [Internship Program Name] at [Company Name]. Your internship will begin on [Start Date] and will conclude on [End Date].

During your time with us, you will be working in the [Department/Team Name] and will be reporting to [Supervisor's Name]. We believe that your skills and enthusiasm will be a great addition to our team.

Please review the attached documents outlining your internship responsibilities, working hours, and other important details. Should you have any questions, feel free to contact us at [Contact Information].

We look forward to working with you!

Sincerely,

[Your Name]

[Your Position]

[Company Name]