

Internship Acceptance Confirmation

Date: [Date]

Dear [Intern's Name],

We are pleased to inform you that you have been accepted for the internship position at [Company Name] as a [Position Title]. We were impressed by your skills and enthusiasm during the interview process, and we are excited to have you join our team.

Your internship will begin on [Start Date] and will run until [End Date]. You will be working under the supervision of [Supervisor's Name], who will guide you through your projects and provide you with valuable experience.

Please confirm your acceptance of this internship by replying to this email by [Confirmation Deadline]. Should you have any questions or need further information, feel free to reach out.

We look forward to welcoming you aboard!

Best regards,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]