

Job Offer Acceptance

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 offer for the position of [Internship Title] at [Company Name], as discussed in our recent correspondence. I am excited about the opportunity to contribute to your team and gain valuable experience in [relevant field/industry].

As per our discussion, I confirm my start date as [Start Date] and understand that the internship will run until [End Date]. I appreciate the terms of the internship, including [mention any important details, e.g., compensation, working hours, etc.].

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

Sincerely,

[Your Name]