

Internship Offer Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally accept the internship offer for the engineering role at [Company Name]. I am excited about the opportunity to contribute to your team and to gain valuable experience in the field.

As per our discussion, I understand that my internship will commence on [Start Date] and conclude on [End Date]. I am ready to contribute my skills and enthusiasm to [Project or Team Name] and learn from the talented professionals at [Company Name].

Thank you for this opportunity. I look forward to working with you and the team at [Company Name]. Please let me know if you need any further information from my side prior to my start date.

Sincerely,

[Your Name]