

Internship Offer Acceptance Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally accept the offer for the internship position in the Human Resources department at [Company Name], as discussed in our previous communications.

I am excited about the opportunity to contribute to your team and enhance my skills in human resources. I look forward to starting on [start date] and am eager to learn from the experienced team at [Company Name].

Thank you once again for this incredible opportunity. Please let me know if you need any further information from my side before I start.

Sincerely,

[Your Name]