

Internship Offer Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 Software Development position at [Company Name] as discussed in your email dated [insert date of offer]. I am very excited about the opportunity to join your team and contribute to the innovative projects at [Company Name].

I confirm my acceptance of the internship starting on [Start Date] and ending on [End Date]. I am looking forward to working under the guidance of the talented team and developing my skills in software development.

Thank you once again for this incredible opportunity. Please let me know if there are any documents you need me to complete or if there are next steps I should follow before my start date.

Sincerely,

[Your Name]