

Internship 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 am writing to formally accept the offer for the internship position in the hospitality department at [Company Name], which I received on [Date of Offer]. I am very excited about this opportunity and look forward to contributing to your esteemed establishment.

I confirm that I will be available to start the internship on [Start Date] and will complete the duration as discussed. Please let me know if there are any documents or further information needed from my side prior to my start date.

Thank you once again for this opportunity. I am eager to learn and grow within your team.

Sincerely,

[Your Name]