

Acceptance of Internship Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the internship offer for the Database Administrator position at [Company Name], which was discussed in our recent conversation on [insert date of conversation]. I am grateful for this opportunity and excited to join your team.

I understand that my internship will commence on [insert start date] and will continue for [insert duration]. I am looking forward to contributing to the projects and gaining valuable experience from your esteemed organization.

Thank you once again for this opportunity. I am looking forward to working with you and the team at [Company Name].

Sincerely,

[Your Name]