

# Temporary Job Offer Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally accept the temporary job offer for the internship position at [Company's Name] as discussed in our recent communication. I am enthusiastic about the opportunity to work with your team and contribute to [specific projects or goals].

I appreciate the confidence you have placed in me and look forward to starting on [start date]. I understand that the internship will last until [end date] and will involve [brief description of responsibilities or tasks].

Thank you once again for this opportunity. Please let me know if you need any further information from my side prior to my start date.

Sincerely,

[Your Name]