

Letter of Acceptance

Date: [Insert Date]

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

[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 industrial training position as an engineering intern at [Company Name] as communicated in your letter dated [Offer Date]. I am excited about the opportunity to apply my academic knowledge and skills in a practical setting, and I am particularly looking forward to working on [mention any specific project or area, if applicable].

As discussed, I will be available to commence my training on [Start Date] and will be completing my training by [End Date]. Thank you for this incredible opportunity. I am eager to learn and contribute to your team.

Please let me know if there are any forms or further documentation that I need to complete prior to my start date.

Thank you once again.

Sincerely,

[Your Name]
[Your University]
[Your Course/Program]