

Acceptance Letter for Industrial Training Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[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 a finance intern at [Company Name]. I am thrilled for the opportunity to contribute to your team and gain valuable experience in the finance sector.

I understand that my internship will begin on [Start Date] and will last until [End Date]. Please let me know if there are any documents or further information required prior to my start date.

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

Sincerely,

[Your Name]