

Intern Position Acceptance

Date: [Insert Date]

To,

[Hiring Manager's Name]

[Company Name]

[Company Address]

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the Intern position in the Production department at [Company Name] as discussed in your email on [Date of Offer]. I am thrilled about the opportunity and look forward to contributing to your team.

As per the details provided, I understand my internship will commence on [Start Date] and will last until [End Date]. I am eager to learn and gain hands-on experience in the production process.

Thank you once again for this incredible opportunity. I am excited to join [Company Name] and start my journey in the production field.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]