

Internship Acceptance Letter Template

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

[Recipient Name]
[Recipient Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the **[Internship Position Title]** at **[Company/Organization Name]**. I appreciate the opportunity to join your team and look forward to contributing to your organization while gaining valuable experience in [industry/field].

I confirm my acceptance of the internship, with the agreed start date of **[Agreed Start Date]**. As discussed, the internship will last for **[Duration of Internship]** and the terms and conditions outlined in the offer letter are clear and acceptable to me.

Please let me know of any documents or additional information I should provide prior to my start date. I am excited to join the team and begin my internship.

Thank you again for this wonderful opportunity.

Sincerely,
[Your Name]