

Internship Offer Acceptance Email Letter Sample

Dear [Hiring Manager's Name],

I am writing to formally accept the offer for the [Position Title] internship at [Company Name], as outlined in your email dated [Offer Date]. I am grateful for this opportunity and excited to be joining your team.

I confirm my acceptance of the internship position, which is scheduled to begin on [Start Date] and conclude on [End Date], as discussed. I am eager to contribute my skills and learn from the talented professionals at [Company Name].

Please let me know if there are any documents or additional steps required from my side prior to my start date. Thank you once again for this opportunity. I look forward to working with you and the team.

Sincerely,

[Your Full Name]

[Your Phone Number]

[Your Email Address]