

Internship Acceptance Letter Template (with Agreed Joining Date)

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally accept the offer for the [Name of Internship Position] at [Company/Organization Name]. I wish to express my sincere gratitude for this wonderful opportunity to join your team and contribute to [mention any specific department or project, if applicable].

As discussed and agreed upon, I confirm that my joining date will be **[Agreed Joining Date]**. I am enthusiastic to begin my internship and am eager to learn and collaborate with the team.

Please let me know if there are any forms or documents I should complete prior to my start date, or if there is any information you need from me to facilitate a smooth onboarding process.

Thank you once again for this opportunity. I look forward to making a positive contribution and gaining valuable experience during my internship.

Sincerely,

[Your Name]