

Internship Acceptance Letter Template (with Specific Start Date)

Below is a sample template you can use to write your internship acceptance letter with a specific start date:

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

Recipient's Name

Recipient's Title

Company/Organization Name

Company Address

City, State, ZIP Code

Dear [Recipient's Name],

I am writing to formally accept the offer for the [internship position title] at [Company/Organization Name]. I am grateful for this opportunity and excited to contribute to your team and gain valuable experience.

I am pleased to confirm my acceptance of the internship with the agreed-upon start date of **[specific start date, e.g., June 17, 2024]**. As discussed, the internship will run through [end date or duration, if known].

Please let me know if there are any documents or further steps I should complete prior to my start date. I look forward to joining [Company/Organization Name] and contributing to the team's projects.

Thank you again for this opportunity. Please feel free to contact me if you need any additional information.

Sincerely,

[Your Name]

Tips:

- Double-check the start date and position title for accuracy.
- Maintain a professional and enthusiastic tone throughout your letter.
- Proofread for spelling and grammar before sending.