

Offer Acceptance Letter for Internship - Sample

Dear [Recipient's Name],

I am writing to formally accept the offer for the **[Internship Position]** at **[Company/Organization Name]**. I am truly grateful for this opportunity and excited to become a part of your team.

I would like to confirm my acceptance of the internship, and I am pleased to start on the agreed date of **[Start Date]**. Please let me know if there are any documents or further steps I need to complete prior to my first day.

Thank you again for this wonderful opportunity. I am enthusiastic about contributing to **[Company/Organization Name]** and gaining valuable experience during my internship.

Sincerely,

[Your Full Name]

[Your Contact Information]