

Internship Offer Acceptance Letter Template

Dear [Internship Coordinator's Name],

I would like to express my sincere gratitude for offering me the [Position Title] internship position at [Company/Organization Name]. I am delighted to accept the offer and am excited to join the team.

I confirm my acceptance of the internship, and I am pleased to confirm my joining date as [Specified Joining Date], as indicated in your offer. I am looking forward to contributing to your organization and gaining valuable experience during this internship.

Please let me know if there are any documents, forms, or other requirements that I should complete prior to my start date. I am eager to ensure a smooth onboarding process and am ready to provide any necessary information.

Thank you again for this wonderful opportunity. I look forward to joining [Company/Organization Name] and contributing to the team.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]