

Internship Acceptance Email Format (Including Joining Date)

Subject: Acceptance of Internship Offer â€“ [Your Full Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally accept the internship offer for the position of [Internship Position Title] at [Company/Organization Name]. I am grateful for this opportunity and would like to thank you and the team for considering me for this role.

I am pleased to confirm my joining date as [Agreed Joining Date], as discussed. Please let me know if there are any forms, documents, or pre-employment processes that I should complete prior to my first day.

I am enthusiastic about joining [Company/Organization Name] and contributing to your team. Thank you once again for this opportunity. Please feel free to reach out if you require any further information from my side.

Looking forward to working with you.

Best regards,

[Your Full Name]

[Your Contact Number]

[Your Email Address]