

Formal Internship Acceptance Letter Template

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

Date

Recipient Name

Recipient Title

Company Name

Company Address

City, State, ZIP Code

Dear [Recipient Name],

I am writing to formally accept the internship offer for the position of **[Internship Position]** at **[Company Name]**. I would like to express my sincere gratitude for this opportunity and am enthusiastic about contributing to your organization.

I confirm my joining date as **[Joining Date]**, as discussed. I understand that the internship is scheduled to run from **[Start Date]** to **[End Date]**. Please let me know if there are any forms, documents, or further instructions I should complete prior to my start date.

Thank you once again for this opportunity. I look forward to joining your team and making a meaningful contribution during my internship.

Sincerely,

[Your Name]