

## Formal Internship Offer Acceptance Letter with Joining Date

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the internship position of [title of internship position] at [Company/Organization Name], as outlined in your offer letter dated [Offer Letter Date]. I am truly grateful for this opportunity and appreciate your confidence in me.

I am pleased to confirm that I will be joining your team on [Joining Date] as specified. Please let me know if there are any particular documents I should bring, or any forms or preliminary requirements I should complete prior to my start date.

Thank you once again for this wonderful opportunity. I look forward to contributing to [Company/Organization Name] and to learning from your esteemed team. Please do not hesitate to reach out if you need any more information from my side.

Sincerely,  
[Your Name]