

Internship Offer Acceptance Letter Template

Dear [Recipient's Name],

Thank you very much for offering me the [Position Title] internship at [Company Name]. I am extremely grateful for this opportunity and am excited to join your team.

I am pleased to formally accept the internship offer and confirm my commitment to begin on **[Start Date]**, as discussed.

Please let me know if there are any forms, documents, or further information you need from me prior to my start date. I look forward to making a positive contribution and learning from your team.

Thank you again for this opportunity.

Sincerely,

[Your Name]