

Date: [Insert Date]

To:

[Intern's Name]
[Intern's Address]
[City, State, ZIP Code]

Dear [Intern's Name],

Subject: Acceptance of Internship Training Offer

We are pleased to inform you that you have been selected for the **[Internship Position]** at **[Organization/Company Name]** as part of our **[Internship Program Name]**. Your skills, qualifications, and enthusiasm make you a valuable addition to our team.

As part of your onboarding process, please carefully review and comply with the following documentation conditions:

1. Submission of Required Documents:

- A copy of valid identification proof (e.g., Passport, National ID, or Driver's License)
- Recent academic transcripts or certificates
- Any additional documents as required (e.g., work permit, proof of insurance, reference letters, or compliance forms)

2. Deadline for Document Submission:

All required documents must be submitted to the HR department by **[Insert Date]**.

3. Internship Dates:

Start Date: **[Insert Start Date]**

End Date: **[Insert End Date]**

4. Expectations & Conduct:

Interns are expected to maintain professional conduct, punctuality, and comply with all organizational policies and procedures throughout the internship period.

Please confirm your acceptance of this offer and your ability to meet these documentation conditions by replying to this letter or by contacting the HR office at **[HR Contact Email/Phone]** by **[Insert Reply Deadline]**.

We look forward to welcoming you to **[Organization/Company Name]** and supporting your professional development. Should you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]
[Your Position]
[Organization/Company Name]
[Contact Information]