

Internship Offer Acceptance Letter Template

Below is a template you can use to accept your internship offer and confirm your proposed start date:

Subject: Acceptance of Internship Offer

Dear [Recipient's Name],

I would like to express my sincere gratitude for offering me the [Position Title] internship at [Company Name]. I am excited to formally accept this opportunity and am eager to contribute to your team.

I confirm my acceptance of the internship offer and the proposed start date of **[Proposed Start Date]**, as mentioned in the offer. Please let me know if there are any forms or additional steps I should complete prior to my start date.

Thank you once again for this opportunity. I look forward to joining [Company Name] and contributing to the team.

Best regards,

[Your Full Name]

[Your Contact Information]

Tips:

- Send your acceptance email as soon as possible after receiving the offer.
- Customize the template with your specific details and the company's information.