

Internship Offer Acceptance Email Template

Subject: Acceptance of Internship Offer – [Your Name]

Dear [Internship Supervisor's Name],

I would like to thank you for offering me the [Position Title] internship at [Company Name]. I am excited to accept this opportunity and look forward to contributing to your team.

I am pleased to confirm my acceptance of the offer, and I am ready to begin the internship on [Start Date], as discussed. Please let me know if there are any forms or additional documents I should complete prior to my start date.

Thank you again for this incredible opportunity. I am eager to join [Company Name] and contribute to the team's success.

Sincerely,

[Your Full Name]

[Your Contact Information]