

Formal Internship Acceptance Letter Example

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Supervisor's Name],

I am writing to formally accept the offer for the [Internship Position Title] position at [Company Name]. I am grateful for the opportunity and am eager to contribute to your team and gain valuable experience during my internship.

As discussed, my internship will commence on [Start Date]. I understand the terms and conditions as outlined in the offer letter and am happy to comply with all company policies and requirements.

Thank you again for this wonderful opportunity. Please let me know if there are any documents or further information you require before my first day.

I look forward to joining [Company Name] and working with you and the rest of the team.

Sincerely,

[Your Name]