

Internship Acceptance Letter and Salary Negotiation Template

Below is a template you can use to write your internship acceptance letter, with a section to respectfully negotiate salary if needed.

Internship Acceptance Letter Template

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]
Dear [Recipient Name],
I am writing to formally accept the offer for the [Position] internship at [Company/Organization Name], as outlined in your letter dated [Offer Date]. I would like to express my :
I am eager to apply my [mention relevant skills or experiences] and learn from the esteemed professionals at [Company Name]. I appreciate the confidence you have shown in me by o:
[Optional: If you want to negotiate salary, add the following section.]
Before moving forward, I wanted to discuss one aspect of the offer. Based on my skills in [briefly mention your skills/experience/relevant coursework] and considering the industr:
Thank you again for this wonderful opportunity. Please let me know if there are any further steps I need to take before my start date.
Sincerely,
[Your Name]

Tips for Salary Negotiation in Your Acceptance Letter:

- Be polite and express gratitude for the offer before discussing compensation.
- Provide a brief justification for your requested adjustment (skills, experience, or market rates).
- Phrase your request as a question, showing you are open to discussion.
- Avoid ultimatums; focus on establishing a positive and professional tone.