

Internship Offer Acceptance Letter Template

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally accept the internship offer for the position of **[Internship Position Title]** at **[Company Name]**, as outlined in your offer letter. I sincerely appreciate the opportunity and would like to express my gratitude for your confidence in me.

I confirm my understanding that the internship will begin on **[Start Date]** and is expected to last until **[End Date]**. I am enthusiastic about joining your team and contributing to **[Company Name]**'s goals and ongoing projects.

Thank you again for this opportunity. Please let me know if any further information or paperwork is needed prior to my start date.

I look forward to working with you and the rest of the team.

Sincerely,
[Your Name]