

Confirmation Letter for Internship Acceptance and Joining Date

Date: [Insert Date]

To,
[Intern's Name]
[Intern's Address]
[City, State, ZIP Code]

Dear [Intern's Name],

We are delighted to inform you that you have been selected for the position of **[Internship Position/Role]** at **[Company/Organization Name]**. We have received your acceptance of our internship offer, and we are pleased to confirm your participation in our internship program.

Details of your internship are as follows:

- **Internship Role/Department:** [Internship Role/Department]
- **Internship Duration:** [Start Date] to [End Date]
- **Joining Date:** [Start Date]
- **Reporting Time:** [Time, e.g., 9:00 AM]
- **Reporting Venue:** [Office Address/Location]
- **Supervisor/Mentor:** [Supervisor's Name]

Please bring the following documents with you on your first day:

- Government issued identity proof (original and photocopy)
- Recent passport size photographs
- Academic certificates/transcripts (photocopy)
- Any other documents as previously communicated

Should you have any queries or require further information, please feel free to contact us at [Contact Number/Email Address]. We look forward to welcoming you to the team and wish you a successful internship experience with us.

Sincerely,
[Your Name]
[Your Designation]
[Company/Organization Name]
[Contact Information]