

Internship Acceptance Letter Sample: Expressing Gratitude

Dear [Internship Coordinator's Name],

I am writing to formally accept the offer for the [Position Title] internship at [Company/Organization Name]. I want to express my sincere gratitude for this opportunity. I am truly honored to have been selected and appreciate the confidence you have shown in my abilities.

Thank you for offering me the chance to learn and contribute as part of your team. I am eager to begin my internship on [Start Date] and am excited to gain hands-on experience while contributing to your organization's goals.

Please let me know if there are any forms to complete or further information required ahead of my start date.

Thank you once again for this wonderful opportunity. I look forward to joining [Company/Organization Name] and working with you and the team.

Sincerely,

[Your Full Name]

[Your Contact Information]