

Professional Internship Acceptance Letter

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

[Supervisor's Name]
[Company/Organization Name]
[Company Address]
[City, State ZIP Code]

Dear [Supervisor's Name],

I am writing to formally accept the offer for the [Title of Internship Position] at [Company/Organization Name]. Thank you for this valuable opportunity to contribute to your team and to further enhance my professional skills and experience.

As discussed, my internship will commence on **[Start Date]** and is scheduled to conclude on **[End Date]**. I understand that my regular working hours will be [insert working hours or "as discussed"], and I will report to [Supervisor's Name/Department] on my first day at [time and location].

Please let me know if there are any forms, documents, or pre-employment requirements I need to complete before my start date. I look forward to participating in the onboarding process and joining your esteemed organization.

Thank you once again for this opportunity. I am eager to contribute positively to the team and gain meaningful experience during my internship.

Sincerely,

[Your Name]