

Professional Internship Offer Acceptance Email Template

Subject: Acceptance of Internship Offer

Dear [Recipient's Name],

I am writing to formally accept the offer for the [Position Title] internship at [Company/Organization Name]. I sincerely appreciate this opportunity and am excited to contribute to your team.

I confirm my acceptance of the offer and am eager to begin my internship on the agreed start date of [Start Date]. If there are any forms or documentation you need me to complete prior to my start, please let me know.

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

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]