

Sample Acceptance Letter for Internship with Specified Joining Date

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

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

Dear [Recipient's Name],

I am writing to formally accept the offer for the internship position of [Internship Title] at [Company/Organization Name]. I would like to express my sincere gratitude for this opportunity and for the confidence you have placed in me.

As discussed, I confirm my joining date as **[Joining Date]**. I am eager to begin contributing to your esteemed organization and to further develop my skills under your guidance.

Please let me know if there are any documents or additional information required from my side prior to my joining date.

Thank you once again for this opportunity. I look forward to being a part of your team and making a valuable contribution.

Sincerely,
[Your Name]