

Sample Letter for Accepting Internship Offer and Confirming Start Date

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

[Employer's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Employer's Name],

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

I am pleased to confirm my start date as [Agreed Start Date], as discussed. Please let me know if there are any documents or additional information I should provide prior to my first day, or if there are specific onboarding procedures I should prepare for.

Thank you once again for this wonderful opportunity. I am excited to join the team and contribute to [Company Name]. Please feel free to contact me if you need any further information.

Sincerely,
[Your Name]