

Internship Acceptance Letter Showing Gratitude

[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 [Internship Position Title] at [Company/Organization Name]. I am truly grateful for this opportunity and appreciate your confidence in me.

Thank you for selecting me for this internship. I am enthusiastic about joining your team and contributing my skills. I look forward to learning from your esteemed colleagues and gaining valuable experience during my time at [Company/Organization Name].

Please let me know if there are any documents or further steps I need to complete before the start date. Once again, thank you for this wonderful opportunity.

Sincerely,

[Your Name]