

# Internship Acceptance Letter

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

[Recipient Name]  
[Recipient Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally accept the internship offer for the position of **[Internship Position Title]** at **[Company/Organization Name]**. I appreciate the opportunity to join your team and am excited to contribute to [Company/Organization Name] this upcoming [season/year].

As discussed, I confirm my acceptance of the following terms:

- **Start Date:** [Agreed Start Date]
- **Duration:** [Internship Period]
- **Role Description:** [Brief summary of roles/responsibilities]

## Salary Negotiation Points & Compensation

- **Stipend Amount:** [Agreed stipend amount, e.g., \$X,XXX/month]
- **Payment Schedule:** [e.g., Bi-weekly, Monthly]
- **Additional Benefits:** [e.g., Lunch allowance, transportation reimbursement, professional development opportunities, etc.]

I would like to express my sincere gratitude for this opportunity. I look forward to contributing my skills and learning from the talented professionals at **[Company/Organization Name]**.

Please let me know if any additional paperwork or steps are required prior to my start date. Thank you once again for your trust and consideration.

Sincerely,  
[Your Name]