

Subject: Internship Offer Acceptance – [Your Name]

Dear [Recipient's Name],

I am writing to formally accept the internship position at [Company Name]. I would like to sincerely thank you and the selection committee for offering me this valuable opportunity. I am grateful for your confidence in my abilities, and I am excited to contribute to your team over the coming months.

I appreciate your thorough discussion of the role and the organization's goals during the interview process, which have further increased my enthusiasm to join [Company Name]. I am eager to bring my skills, learn from the talented professionals around me, and support the company's mission and objectives throughout my internship.

Please let me know if there are any forms, documents, or next steps required to complete the onboarding process. I look forward to joining the team on [Start Date] and contributing to the ongoing success at [Company Name].

Thank you once again for this opportunity. I am excited to embark on this new journey and to contribute positively during my time with you.

Sincerely,  
[Your Name]  
[Your Phone Number]  
[Your Email Address]