

Sample Acceptance Letter for Job Offer After Internship

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

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

Dear [Recipient Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company Name]. I would like to express my sincere gratitude for this wonderful opportunity and for the trust you have placed in me following my internship.

My internship experience with [Company Name] was extremely rewarding and has equipped me with valuable skills and insights into the organization and the industry. I truly appreciate the support and mentorship provided by the entire team, which made my decision to join the company even easier.

I am excited to continue contributing my skills and enthusiasm to [Company Name] and am committed to making a positive impact in my new role. As per the offer, I confirm my start date as [Start Date], and I look forward to joining the team officially.

Thank you once again for this incredible opportunity. Please let me know if there are any forms or documents I should complete prior to my start date.

Sincerely,
[Your Name]