

Internship Acceptance Letter: Confirmation of Start Date

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

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

Dear [Recipient Name],

I am writing to formally accept the offer for the [Internship Title/Position] at [Company/Organization Name]. I am grateful for this opportunity and appreciate the confidence you have shown in selecting me for this internship role.

As discussed, I confirm my acceptance of the internship, which is scheduled to begin on [Start Date]. The internship will run for [Duration of Internship, e.g, three months], as outlined in the offer letter.

Please let me know if there are any documents or further information I should provide prior to my start date. If there are any preliminary instructions or preparations required, kindly advise me so that I can ensure a smooth onboarding process.

Thank you again for this wonderful opportunity. I am eager to join [Company/Organization Name] and contribute to your team.

Sincerely,
[Your Name]