

# Internship Acceptance Letter Format

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

[Recipient Name]  
[Designation]  
[Organization Name]  
[Organization Address]  
[City, State, ZIP Code]

Subject: Acceptance of Internship Offer and Confirmation of Joining Date

Dear [Recipient Name],

I am writing to formally accept the offer for the position of [Internship Position] at [Organization Name]. Thank you for providing me with this excellent opportunity to learn and contribute to your team.

I am pleased to confirm my acceptance and wish to inform you that I will be able to join on the agreed date of **[Confirmed Joining Date]**. I look forward to starting my internship and contributing to your organization.

Please let me know if any further documentation or information is required prior to my start date.

Once again, thank you for this wonderful opportunity. I am eager to begin working and to gain valuable experience as part of your team.

Sincerely,  
[Your Name]