

Internship Acceptance Letter Sample with Confirmed Start Date

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title or Department]

[Organization Name]

[Organization Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally accept the internship position of **[Internship Position Title]** at **[Organization Name]**. I appreciate the opportunity to contribute to your team and gain valuable experience in [field/industry].

As discussed, I confirm my official start date will be **[Confirmed Start Date]**. The internship is expected to last for [Duration, e.g., three months], with my last working day being [End Date, if applicable]. I understand I am to report to [Supervisor Name/Department] at [Report Time and Location] on my start date.

I am excited to begin my internship and look forward to working with you and the rest of the team. Please let me know if there are any documents, onboarding procedures, or further information required from me before my start date.

Thank you again for this wonderful opportunity.

Sincerely,

[Your Name]