

Thank-You Letter for Accepting Internship Offer Template

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

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

Dear [Recipient's Name],

I am writing to sincerely thank you for offering me the [Position Title] internship at [Company/Organization Name]. I am excited to accept this opportunity and look forward to contributing to your team. I truly appreciate the confidence you have placed in me, and I am eager to begin learning and growing as a part of your organization.

As discussed, I confirm my acceptance of the internship position, which is set to begin on [Start Date] and continue until [End Date], as outlined in our previous communications. Please let me know if there are any forms or additional materials I should complete prior to my start date.

Thank you once again for this wonderful opportunity. I look forward to working with you and the rest of the [Company/Department] team.

Sincerely,
[Your Name]