

Subject: Acceptance of Internship Offer – [Your Name]

Dear [Recipient's Name],

I hope this message finds you well.

I would like to express my sincere gratitude for offering me the position of [Internship Position] at [Company/Organization Name]. I am honored to have the opportunity to join your team and contribute to your organization.

I am pleased to formally accept the internship offer. I am enthusiastic about beginning this journey and learning from the team at [Company/Organization Name]. As per our previous discussion, I understand my internship is scheduled to begin on [Start Date]. Please let me know if there are any documents or further information you require from me before then.

Thank you once again for this wonderful opportunity. I look forward to working with everyone at [Company/Organization Name]. If there are any additional instructions or details I should be aware of before my start date, please feel free to contact me at [Your Email Address] or [Your Phone Number].

Best regards,

[Your Full Name]

[Your Contact Information]