

Sample Internship Acceptance Letter

[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 formally accept the internship position of **[Position Title]** at **[Company/Organization Name]**, as offered in your letter dated [Offer Date]. I am grateful for this opportunity and look forward to contributing to your organization while gaining valuable professional experience.

Terms and Conditions

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Working Hours:** [Specify working days/hours, e.g., Monday to Friday, 9 AM to 5 PM]
- **Roles and Responsibilities:** [Brief description or as per the job description provided]
- **Compensation:** [Stipend/salary amount or "Unpaid"]
- **Supervision:** I will be reporting to [Supervisor's Name/Title]
- **Confidentiality:** I acknowledge the requirement to adhere to all confidentiality and data protection policies of the organization during and after my internship. I agree not to disclose any confidential information to third parties without written consent.
- **Organizational Policies:** I agree to comply with all workplace policies, rules, and regulations of [Company/Organization Name].
- **Termination:** Either party may terminate the internship with [number of days] notice.

Please let me know if there are any additional documents or formalities to complete before my start date. Once again, thank you for this opportunity. I am excited to begin my internship and contribute positively to your organization.

Sincerely,
[Your Name]